



# **DSD Business Systems**

**Sage 100 Enhancements**

**Q098**

**Union Payroll**

**PR-1098**

**Version 5.40**



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Union Payroll User's Manual  
Version 5.40

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## Section A: Introduction

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This manual contains a description and instructions for this DSD product. Operating instructions are included for the features added by this product to Sage 100. For instructions on using Sage 100, refer to the appropriate Sage 100 manual, or call your Sage 100 reseller. DSD Business Systems offers excellent Sage 100 support, at an hourly rate.

### Web Resources

DSD web site: <http://www.dsdinc.com>

The Enhancement page contains:

- Current Release Schedule*
- Purchasing Information*
- Installation Instructions*
- Product Support*
- Enhancement Links*

Q098 Union Payroll:

<http://www.dsdinc.com/enhancement/union-payroll-2>

The product web page contains:

- Product Description*
- Web Links*
- Current Product Version Table*
- Product Installation File Download*
- Product Manual in .pdf Format*
- Revision History*
- FAQ*

### Support

DSD provides product support through Sage 100 resellers. Support is provided for the current version. Older versions are supported at an hourly rate. DSD's telephone number is **858-550-5900**. Fax: **858-550-4900**.

For a hard error, where the program displays an error dialog, report:

- Error number.*
- Program name.*
- Line number.*
- Program version.*

*Exact sequence that caused the error, including menus and menu selections.  
Other pertinent information.*

If leaving a message or faxing, please include:

*Your name.*

*Your phone number (and fax if applicable) and extension.*

It is possible to be unable to duplicate a problem, because of data corruption or because we have not exactly duplicated a particular operating environment. In such circumstances, we can only continue to try to fix the problem if we can either access the system with Symantec PCAnywhere or by some other means access or duplicate the system.

### ***Union Payroll Features***

This DSD Extended Solution allows information about individual unions to be set up and maintained. Union benefit packages may also be set up and maintained unique to a Labor Code. Wages and union benefits associated with Union Payroll are automatically processed during Payroll Data Entry. Multiple new reports have been added to support union reporting requirements; these reports are produced from the Perpetual Check History file.

**This Extended Solution requires integration of the Job Cost module with Payroll.** If you wish to integrate this Extended Solution with TimeCard, please refer to Extended Solution TC-1036: *TimeCard Integration with Union Payroll.*

## Section B: Getting Started



- **If you reinstall or upgrade one of the Sage 100 modules listed in the following table, you must also reinstall this Enhancement.**
- Enhancements from different Sage Developers are generally not designed to work together. If installed together, problems are likely to occur.
- **Check with DSD before installing more than one Enhancement.**

### Required Levels

Sage 100 Module	Module Required	Required Level
P/R	Y	5.40
J/C	Y	5.40

### Installation

1. **Back-up:** Exit all Sage 100 sessions. Back-up existing Sage 100 data.
2. **Check Levels:** Sage 100 module levels **must match** those listed above.
3. **Run Enhancement Setup Program:** Save the executable installation program (sent to you or downloaded from our website) in a convenient location on the Sage 100 server. Launch the program from Windows Explorer or by selecting Start/Run, and then browse for the file in the location you saved it. Follow on-screen instructions.
4. **Send your Sage Serial Number to your DSD Representative:** Send your Sage Serial Number to your DSD representative in order for us to send you back the encrypted keys to unlock your system. This serial number can be found in Library Master\Setup\System Configuration, Tab 3. Registration as Serial Number.
5. **Re-Start Sage 100:** Sage 100 will be updated.
6. **Unlock the Enhancement:** DSD Enhancements must be unlocked to run. When any part of the Enhancement is run for the first time, the **DSD Enhancement License Agreement and Activation** window will appear. Follow the steps shown on that window. *You can click the Help button for more detailed instructions.*

**Note:** On the next page is a screenshot of the DSD Enhancement License Agreement and Activation window.

After accepting the License Agreement, you can then select the type of unlocking that you'd prefer. The choices are File, Web, Demo and Manual Entry.

**File Unlock:** After receiving your encrypted serial number key file from DSD, and placing that file in the MAS90/SOA directory, selecting this option will unlock all products keys contained in the file. This means you can unlock all enhancements at once using this option.

**Web Unlock:** If the system that is running the DSD Enhancement *has web access* and you *have sent DSD your Sage Serial number*, you can unlock the Enhancement without assistance using Web Unlock. When this option is selected, the program will attempt to download encrypted serial number key file from DSD *and then proceed to unlock all enhancements contained in the file*.

- The Sage 100 system that is being used must have web access for this option to be effective.
- You can send your Sage Serial Number to your DSD Enhancements sales representative.

**Demo Unlock:** If a Demo mode is available for the Enhancement you're running, you will be able to Demo unlock the product without assistance from DSD for demo purposes.

- Creating a Demo Unlock is a good way to temporarily unlock DSD Enhancements off-hours, if you do not have web or email access. Later, you can unlock the product fully, during business hours.

**DSD Enhancement License Agreement and Activation**

**License Agreement**  
YOU MUST READ THIS AGREEMENT COMPLETELY AND AGREE BEFORE PROCEEDING. SCROLL THROUGH THIS AGREEMENT USING THE SLIDER CONTROL.

**IMPORTANT:** THIS SOFTWARE IS LICENSED BY DSD BUSINESS SYSTEMS, INC. TO CUSTOMERS FOR THEIR USE ONLY IN ACCORDANCE WITH THE TERMS SET FORTH IN THIS CUSTOMER LICENSE AGREEMENT. OPENING OR USING THIS PACKAGE CONSTITUTES ACCEPTANCE OF THESE TERMS. IF THE TERMS OF THIS LICENSE ARE NOT ACCEPTABLE, THE CUSTOMER MAY OBTAIN A FULL REFUND OF ANY MONEY PAID IF THIS UNUSED, UNOPENED PACKAGE IS RETURNED WITHIN TEN (10) DAYS TO THE DEALER FROM WHICH IT WAS ACQUIRED.

**1 Agree to License Agreement**  
☒ Agree ☐ Disagree

**2 Select Unlocking Type**  
☐ Web ☐ File  
☐ Demo ☒ Manual Entry

**3 Call DSD at 858-550-5900**  
Have this information ready: End User Name: DSD Business Systems  
Serial Number: 0555188

**4 Enter the following from DSD**  
Activation Key:   
Click to Unlock:

DSD ABX 12/30/2016

**Manual Entry Unlock:** If you want to unlock a single enhancement using a single encrypted key, you can select this option and enter the 64 character key you receive from DSD by copy and paste.

**Note:** You can also unlock a DSD Enhancement through the **DSD Enhancement Control Panel** found on the Library Master Utilities Menu. Then, select the Enhancement with your mouse from the list of Enhancements and click the **Unlock Product** button on the right side of the window.

- Convert Data:** After unlocking, the DSD Conversion Wizard will appear. Follow on-screen instructions to complete data conversion. You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program and data has not been converted, the conversion program will run again.

**DSD Conversion Wizard: Step One, Introduction**

**DSD BUSINESS SYSTEMS**

This company's data needs to be converted.  
This program will perform the conversion.



### DSD Enhancement Control Panel

Starting with version 3.61, all DSD Enhancement products include DSD's Enhancement Control Panel. The **DSD Enhancement Control Panel** is accessed from the **Library Master Utilities** menu.

The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a Sage 100 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired task.

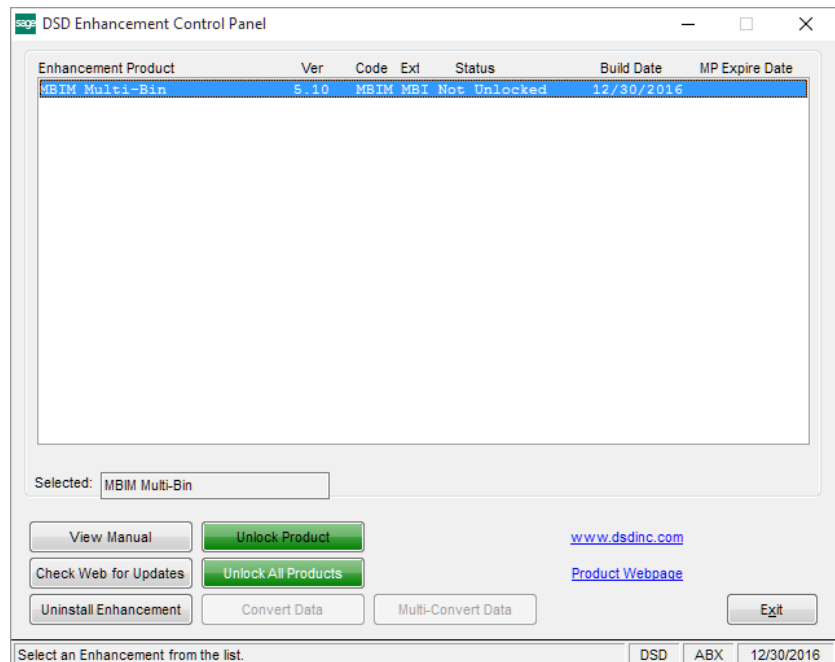
**View Manual:** This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct PDF file will be automatically downloaded from the DSD website, put into the "MAS90/PDF" folder and then displayed.

**Check the Web for Updates:** This button will check the DSD website to see what the current build is the selected Enhancement and alert the user if a later version is available. *This requires an internet connection on the Sage 100 system.*

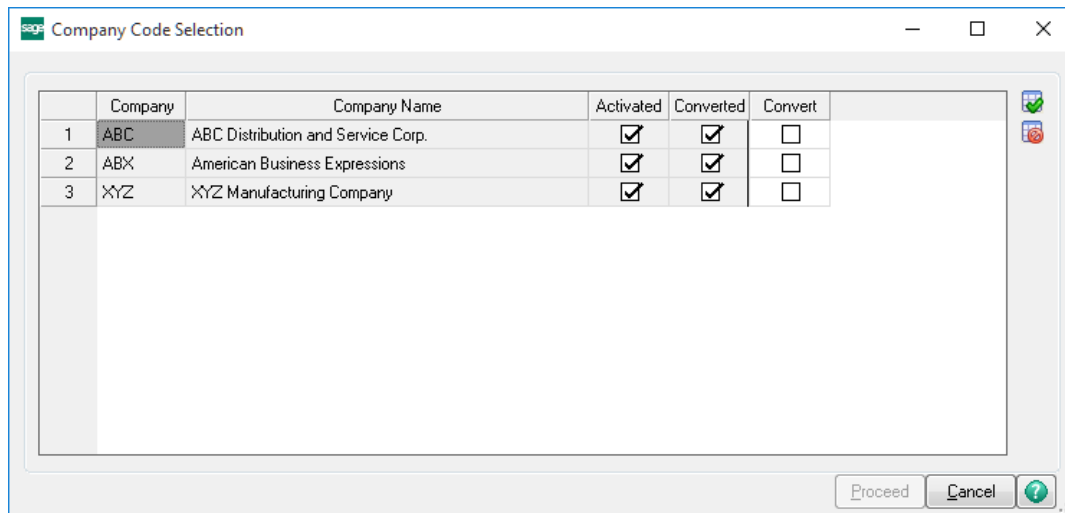
**Unlock Product:** This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

**Unlock All Products:** This will cause the DSD Enhancement All License Agreement and Activation window to appear. This window is similar to the one described on the previous page, but has only web and file as options to unlock. *This button is never disabled.*

**Convert Data:** After verification, the selected Enhancement's data conversion program will run. Data conversion is non-destructive, and may be triggered any number of times. Sometimes this is required to fix data records imported or updated from a non-enhancement installation.



**Multi-Convert Data:** Multiple Companies can be converted at the same time for a given Enhancement. *(If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.)*



**Help:** The Help button, located at the bottom right of the window, opens an HTML help file.

**Get Adobe Acrobat:** Opens the Adobe Acrobat website to the page where Acrobat can be downloaded and installed.

**Uninstall Enhancement** If this option is available, then selecting this button will start the un-install process, removing the enhancement from the system. (for more information see [Uninstall DSD Enhancements](#))

## Section C: Setup

Upon completion of software installation, you will need to access the DSD Extended Solutions Setup from the Payroll Setup menu. Select this part number and the Setup screen for this Extended Solution will appear. Check the 'Enable DSD Extended Solution' box to activate this Extended Solution.

The screenshot shows a software window titled "PR-1098 Setup Options" with a green "S" icon in the top-left corner and a red "X" in the top-right corner. The window has a light blue header bar. Below the header, the title "Union Payroll" is centered. A checkbox labeled "Enable DSD Extended" is checked, and to its right, "Level 5.40" is displayed. Below this, there are three tabs: "1. General Setup" (selected), "2. Report Setup I", and "3. Report Setup II". The "General Setup" tab contains a "Pay Rate Comparison" dropdown menu set to "Home Union Vs. Job Union". Below the dropdown are six unchecked checkboxes: "Allow Shift Entry", "Date Required For Certified Jobs", "Add Amount to Dues Total When Including in Gross", "EA Benefit Calc to Include Job Info", "Post Employer Contributions to Job Cost", and "Calculate Benefits for Manual Taxes". At the bottom right of the window are "Accept" and "Cancel" buttons. A status bar at the very bottom contains the text "Check this box to enable Union Payroll" on the left, and "DSD", "EEC", and "11/8/2016" on the right.

Answer the following prompts:

**Pay Rate Comparison:** You can choose 'Complex,' 'Home Union Vs. Job Union,' 'Home Union Vs. Std Pay Rate,' or 'Worked Union Vs. Std Pay Rate.'

The '**Complex**' method is the rate recalculation that occurs during benefit processing.

If you choose the '**Home Union vs. Job Union**' method, the Pay Rate associated with the Job's Union Code/Labor Code combination (which will be the Union Code and the Labor Code on the line) will be compared with the Pay Rate associated with the Employee's Union Code/Labor Code combination from Employee Maintenance. If the Employee's Rate is higher than the Job's Rate, an on-screen message will appear informing you of the two rates and asking whether you wish to use the higher of the two rates.

If you choose the '**Home Union Vs. Std Pay Rate**' method, the Pay Rate associated with the Employee's Union Code/Labor Code combination is compared to the standard Sage 100 Pay Rate and the higher of the two will be used.

If you choose the '**Worked Union Vs. Std Pay Rate**' method, the Pay Rate associated with the Employee's Union Code/Labor Code combination on the data entry line is compared to the standard Sage 100 Pay Rate and the higher of the two will be used.

*Note: No Pay Rate comparison will occur if you are using Auto Pay.*

**Allow Shift Entry:** If this box is checked, then a new Shift Maintenance screen will be available for Union Code/Shift Maintenance.

**Date Required For Certified Jobs:** If you check this box and the Job is flagged as a Certified Job, during Payroll data entry the field labeled 'Date Worked' will be a required field.

**Add Amount to Dues Total When Including in Gross:** If you check this box, then the wages get added to both dues and fringe totals. If you leave it blank, wages only get added to fringe total, on which other benefits will be calculated. See System Operations for further detail.

The following Setup questions relate to the Certified Payroll Report.

*If you have TC-1036, TimeCard Integration with Union Payroll installed and you are posting to Job Cost from Time Card the following option will not be available:*

**EA Benefit Calc to Include Job Info:** If you check this box, then earnings benefits will be calculated based on Union Code/Labor Code/Job Number/Cost Code instead of Union Code/Labor Code. A Job Number and Cost Code will be added to each earnings benefit. Standard Sage 100 processing will then post these benefits to Job Cost. The following option will become available when this option is checked:

**Post Employer Contributions to Job Cost:** If you check this box the employer contributions will be calculated by Union Code/Labor Code/Job Number/Cost Code and will post to Job Cost when the check register is updated from Payroll.

*If you have TC-1036, TimeCard Integration with Union Payroll installed and you are posting to Job Cost from Time Card the following option will not be available:*

**Calculate Benefits for Manual Taxes:** Select this option to perform benefits processing on a pay entry with the manual taxes option checked. This feature is designed primarily to be used with check reversals.

The screenshot shows a software window titled "PR-1098 Setup Options" with a blue header bar. Inside, the "Union Payroll" section is active. At the top, there's a checkbox for "Enable DSD Extended" which is checked, and a text field showing "Level 5.40". Below this are three tabs: "1. General Setup", "2. Report Setup I" (which is selected and highlighted with a dashed border), and "3. Report Setup II". The "Report Setup I" tab contains several options: a dropdown menu for "Print Which Rate" set to "Standard", three unchecked checkboxes for "Print Additional Personal Data", "Print Payroll Week Prompt And Job Contract Number", and "Print Separate Entries For Each Labor Code Used", a dropdown menu for "Use Which Format" set to "Standard", and three unchecked checkboxes for "Break Down 'Other' Deductions", "Include Employer Contributions", and "Suppress Full Employee SSN and Address". At the bottom right of the dialog are "Accept" and "Cancel" buttons. At the very bottom of the window, there's a status bar with labels "DSD", "EEC", and the date "11/8/2016".

Answer the following prompts:

**Print Which Rate:** This question controls what value prints in the 'Hourly Rate of Pay' column on the report. Select 'Standard' to have the employee's pay rate one from the Employee Masterfile print on the report on the 'Regular' hours line. Select 'Calculated' to have an employee's pay rate calculated for both overtime hours and regular time hours. The rate is calculated by dividing the total dollars paid to the employee on that job by the number of hours worked. Overtime and regular time rates are calculated separately.

**Print Additional Personal Data:** Check this box to print the employee's sex, race, federal filing status and number of federal exemptions next to the social security number.

**Print Payroll Week Prompt and Job Contract Number:** Check this box to have the Payroll Week prompt presented for manual entry. The Job Contract Number is printed from the Job Masterfile.

**Print Separate Entries for Each Labor Code Used:** If you leave this box blank, then each employee will appear on the report only once per job, regardless of how many (and which) labor codes were used. The labor code and description which print in the 'Work Classification' column on the report will be taken from the Employee Masterfile. If you check this box, the actual labor codes used on the payroll entries will be printed in the column and the employee may appear multiple times on the same job. The value for hours worked, hourly rate of pay, and gross amount earned for the job will

include only hours worked on the identical labor code. In cases in which the employee appears multiple times, a subtotal for the employee will be printed.

**Use Which Format:** The report may be printed in a wide format (225 columns) or a standard format (132 columns). If you select wide format, be sure that your printer will support 225 columns in compressed print. Note that the standard format does not print job or report totals. You can only print in standard format if you are using the option to break down 'Other' deductions.

**Break down 'Other' Deductions:** Check this box to break down 'Other' deductions. Employee deductions and taxes will be listed separately with no 'Other' category. The 'Other' Break down can only be used if you are printing the standard format.

**Include Employer Contribution:** Check this box to include employer contributions in the break down of 'Other' deductions.

**Suppress Full Employee SSN and Address:** Check this box to print only the Employee's name and the last four digits of the Social Security Number on the Certified Payroll Report. The column label will be modified to say 'Name and Individual Identifying Number of Worker.'

The screenshot shows a software window titled "PR-1098 Setup Options" with a green 'S' icon and a red 'X' icon. The main heading is "Union Payroll". Below it, there is a section for "Enable DSD Extended" with a checked checkbox and "Level 5.40". A tabbed interface shows three tabs: "1. General Setup", "2. Report Setup I", and "3. Report Setup II" (which is selected). The "3. Report Setup II" tab contains three rows of input fields, each with a magnifying glass icon:

- Deduction Codes For 'Vacation' Deduction: Four empty input boxes.
- Deduction Codes For 'H & W' Deduction: Four empty input boxes, with the second box from the left highlighted with a blue border.
- Deduction Code For 'Pension' Deduction: Four empty input boxes.

At the bottom right of the dialog are "Accept" and "Cancel" buttons. At the very bottom, there is a status bar with "DSD", "EEC", and "11/8/2016".

Answer the following prompts:

**Deduction Codes For 'Vacation' Deduction:** You may specify up to four deduction codes.

**Deduction Codes For 'H & W' Deduction:** You may specify up to four deduction codes.

**Deduction Codes For 'Pension' Deduction:** You may specify up to four deduction codes. The sum of these deductions will be printed in the appropriate columns on the report.

Extended Solutions Setup will be added to the Payroll Main Menu as a Setup Option task. Please review your security setup in Role Maintenance and make appropriate changes.

You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

## Section D: System Operations

This DSD Extended Solution to the standard Sage 100 Payroll module will allow information about individual unions to be set up and maintained. Union benefit packages can also be set up and maintained unique to a Labor Code.

The Payroll Data Entry process will allow for the entry of Union Codes and other information by earnings line, and the program will automatically calculate the earnings and deductions associated with the union and place them on the employee's check.

### Union Benefit Code Maintenance

Union Benefit Code Maintenance will be used to create Union Benefit Codes and indicate their calculation method information. These may be Earnings Benefits or Deduction Benefits. The benefit may be both an Earnings and Deduction, e.g., Union Vacation or Union Dues, where the employee is taxed on these earnings and then these earnings are deducted from the employee's check.

Enter a Union Benefit Code (3 characters) and its description (20 characters). Next, select the calculation method from the following:

Hours Worked (W)

Are the total number of hours worked.

Hours Paid (P)

Are the total number of hours paid (i.e. 40 hours regular and 2 hours of time and one half, would equal 43 hours paid. 40 hrs. X 1 = 40 hrs, 2 hrs. X 1.5 = 3 hrs. 40 hrs. 3 hrs. = 43 hrs. paid)

Fixed Amount (F)

Is a fixed dollar amount.

% of Conditional Gross Wages (C)

Percent of Conditional Gross Wages based on straight time portion of total regular and premium earnings.

% of Gross Wages (G)

Percent of Gross Wages.

Days Worked (D)

Based on the number of days an employee works in a pay period.



Regular Hours Worked (R)	Based on the total number of regular type hours worked.
Overtime Hours Worked (O)	Are the total number of premium type hours worked.
Rate (T)	Uses the given rate for regular type hours and the rate * 1.5 for overtime and premium type hours.
% of Gross/plus Rate Worked (Q)	Uses a percentage of Gross Wages worked for this union, PLUS a rate per hour worked.
% of Gross/plus Rate Paid (S)	Uses a percentage of Gross Wages worked for this union, PLUS a rate per paid hour.
Overtime Hours Paid (X)	Are the total number of premium type hours worked.

Then enter a Deduction Code and/or an Earnings Code, and select the Reporting Frequency, either Weekly or Monthly.

A rate may be entered here. Normally however, the rate will vary by union and this field will be left blank. Some calculations (Q and S) require both a rate and a percentage, and some (G) require a percentage only.

A 'fringe' is a non-dues benefit.

If the 'Add Amount to Dues Total When Including in Gross' box is checked in Setup, then check the 'Include in Gross' box to indicate whether this benefit is added to the Dues and Fringe Gross Wages, on which other fringe benefits will be calculated. If you left the 'Add Amount to Dues Total When Including in Gross' box blank in Setup, then checking the 'Include in Gross' box indicates whether this fringe benefit is added to the Gross Wages, on which other fringe benefits will be calculated. For example:

Benefit	Calculation Method	Dues?	Include in Gross?
01 (Union Dues)	G	Y	N
02 (Vacation)	R	N	Y

The pay for Regular Hours is \$600, and Benefit 02's calculation amounts to \$80.

If the 'Add Amount to Dues Total When Including in Gross' box is checked, then the calculation for Benefit 01 will be based on \$680. If the box is left blank, the calculation will be based on \$600.

This option is not available for calculation methods that include gross wages (i.e., C, G, Q, and S), or when the deduction code is not blank or for dues benefits. This flag applies only to earning amounts, not deduction amounts.

Another flag will indicate whether the Benefit Code is a Union Dues code.

You may select the pay periods for this benefit. A benefit will be added only if it is in the correct pay period.

**Union Code Maintenance**

Union Code Maintenance is used to create and maintain codes for unions. Within each union, you may establish the Labor Codes (Job Classifications) that are active. Within each Labor Code, you can indicate which Union Benefit Codes are used for this union and which rates apply when they are used for this union.

Enter a 4-character Union Code, its 30-character description, a 15-character ID Number, Union Address, City, State, Zip, Phone, Extension, Fax and Contact.

The screenshot shows a software window titled "Union Code Maintenance". At the top, there are two input fields: "Union Code" with the value "U001" and a magnifying glass icon, and "Description" with the value "Welder's Union". Below these are three tabs: "1. Address", "2. Labor/Benefit", and "3. Shift Codes". The "3. Shift Codes" tab is currently selected. Inside this tab, there is a "Shift Code" label followed by an empty input field. Below this, there is a group box containing three input fields: "Multiplier" with the value "0.000", "Percentage" with the value "0.000%", and "Divisor" with the value "0.000". At the bottom of the window, there are two sets of navigation buttons (left and right arrows) and three buttons labeled "Accept", "Cancel", and "Delete". The bottom status bar shows "DSD", "EEC", and the date "1/27/2012".

### Labor/Benefit Maintenance

From this screen within Union Code Maintenance, you will actually build the benefit packages that apply to specific Union Code/Labor Code combination. You will be prompted to enter a Labor Code, an Hourly Rate and a Rate Recalc Labor Code. If this field contains a labor code, the rate recalculation will be changed as detailed below. The hourly rate is the rate that this union requires you to pay an employee working in this Labor Code. During Payroll Data Entry, the program will compare this rate to the rate standard Sage 100 would return. If this rate is higher, it will pay the employee at this rate. By leaving this field blank, the standard Sage 100 pay rate will be used.

Union Code Maintenance

Union Code: U001 Description: Welder's Union

1. Address | 2. Labor/Benefit | 3. Shift Codes

Labor Code: 0000001 Foreman

Hourly Rate: 150.000

Rate Recalculation Labor Code:

Total Clock: 0.000  
Total %: 0.000  
Total Package: 150.000

Benefit Code: Rate: 0.000 Percent: 0.00%

Benefit Code	Description	Calc Meth	Ded	Eam	Ded Freq	Rate	Percent	Incl	Due	Rept Freq
01	Union Dues	D	02		12345	50.000		N	Y	W

Navigation buttons: < << >> >

Buttons: Copy, Accept, Cancel, Delete

Enter hourly rate LB EEC 9/14/2010

Now you will set up which Union Benefits are active. Enter the Union Benefit Code you wish to activate for this Union and its rate and/or percentage.

The values for the calculated fields will be calculated upon exiting the union benefits screen for the Union/Labor code.

A copy function is available that enables you to create Labor Code entries for a given Union Code. Click the 'Copy' button and you will be prompted to

enter a range of Labor Codes. The program will then create Labor Code records for the active Union Code. Individual Labor Code entries may then be recalled and edited or deleted as necessary.

The third tab is for the setup of Shift Codes. Enter the Multiplier, Percentage and Divisor to be used.

Union Code Maintenance

Union Code: U001 Description: Welder's Union

1. Address | 2. Labor/Benefit | 3. Shift Codes

Shift Code: 1 Swing Shift

Multiplier: 1.500  
Percentage: 10.000%  
Divisor: 7.500

Navigation buttons: < << >> >

Buttons: Accept, Cancel, Delete

LB EEC 9/14/2010

## Employee Maintenance

The screenshot shows the 'P/R Employee Maintenance' window with the 'Wages' tab selected. The window contains the following fields and controls:

- Employee No.:** 02-0001010 (with a search icon)
- Last Name:** Olson
- First Name:** Dennis
- Tabs:** 1. Main | 2. Wages | 3. Checks
- Labor Code:** 0000001 (with a search icon) **Foreman**
- Primary State:** CA (with a search icon) **Local**
- Pay Cycle:** Weekly (dropdown menu)
- Pay Method:** Hourly (dropdown menu) **Overtime Exempt** ☐
- Benefit Code:** (with a search icon) **Tax Status...** (button)
- Autopay Hours:** 40.00 **Cycle Hrs** (button)
- Pay Rate 1:** 30.000
- Pay Rate 2:** .000
- SUI State:** (with a search icon) **Rate Percent:** .000%
- E. I. C. Code:** (with a search icon) **Union Code:** U001 (with a search icon) **Welder's Union**
- Navigation:** Four arrow buttons (back, forward, etc.)
- Buttons:** Accept, Cancel, Print, Help
- Status Bar:** LB EEC 9/14/2010

A new field has been added to Payroll Employee Maintenance in the Wages tab for Rate % that will be masked as ###.000%. If there is a value in this field as well as a value in the Union Code Maintenance Rate Recalc Labor Code field, the rate recalculation will be changed as detailed in Payroll Data Entry/Benefit Processing.

A new field for Union Code has been added to the Payroll Employee Masterfile, Wage and Tax Status screen. A lookup into on file Union Codes is provided. The system will validate the Labor Code and Union Code combination and will warn you if the Labor Code is not on file for the Union Code entered.

### Earnings Code Maintenance

Two new flags have been added to Earnings Code Maintenance. Click the 'More...' button to go to the Additional Data Entry Screen. A flag has been added for 'Exempt From Union Benefit Calculation.' If this flag is turned on, then these earnings lines will be ignored during benefit processing. It will be as though these earnings lines (their amounts and hours) were not present on the check entry. A flag for 'Exempt From Rate Recalculation' has also been added. If this flag is turned on, then these earnings lines will not have their pay rates recalculated during benefit processing for the complex method. For the other methods, the standard pay rate will be used instead of doing the rate comparison in Payroll Data Entry. Both flags print on the Earnings Code Listing.

The screenshot shows the 'Earnings Code Maintenance' window with the following details:

- Earnings Code:** 01
- Description:** REGULAR
- Type of Earnings:** Regular
- Method of Entry:** Standard
- Employee Pay Rate:** Use Pay Rate 1
- Benefit Types to Accrue:**
  - ☐ All Benefit Types
  - ☐ Vacation
  - ☐ Sick Leave
- Fixed Amount:** .000
- Pay Rate Multiplier:** 1.000
- Subject to Workers' Comp.:** ☒
- Post Exp. by Dept.:** ☒
- Expense Account:** (empty)
- Subject to Federal Tax:**
  - Withholding: Yes
  - Employee FICA: ☒
  - Employer FICA: ☒
  - Employee Medicare: ☒
  - Employer Medicare: ☒
  - Unemployment Tax: ☒
- Subject to State Tax:**
  - Withholding: Yes
  - Employee SDI: ☒
  - Employee SUI: ☒
  - Unemployment Tax: ☒

The 'More...' button is highlighted. The 'Earnings Code Maintenance Additional Fields Entry' sub-window is open, showing:

- Exempt From Union Benefit Calculation:** ☐
- Exempt From Rate Recalculation:** ☐

Buttons at the bottom of the main window include: < << >> > More... Accept Cancel Delete. The status bar shows: LB EEC 9/14/2010.

Edwardson Electric Company										
EARNINGS CODE LISTING										
CD	DESCRIPTION	T	M	P	P	W	ACCR	STD.		
	GL ACCOUNT	P	E	R	D	C	TYPES	AMOUNT	MULT.	FED
										W F F M M U
										STATE
										WDUU
01	REGULAR	R	S	1	Y	Y		.000	1.000	Y Y Y Y Y Y
	EXEMPT FROM BENEFIT CALC:						N			YYYY
	EXEMPT FROM RATE RECALC:						N			
02	Overtime	O	S	1	N	Y		.000	1.500	Y Y Y Y Y Y
	505-00-00									YYYY
	EXEMPT FROM BENEFIT CALC:						N			
	EXEMPT FROM RATE RECALC:						N			
03	Doubletime	O	S	1	N	Y		.000	2.000	Y Y Y Y Y Y
	505-00-00									YYYY
	EXEMPT FROM BENEFIT CALC:						N			
	EXEMPT FROM RATE RECALC:						N			
05	TIPS REPORTED	T	F	0	Y	Y		.000	1.000	Y Y N Y N Y
	EXEMPT FROM BENEFIT CALC:						N			YYYY
	EXEMPT FROM RATE RECALC:						N			
06	TIPS DIFFERTL	E	F	0	Y	Y		.000	1.000	Y Y Y Y Y Y
	EXEMPT FROM BENEFIT CALC:						Y			YYYY
	EXEMPT FROM RATE RECALC:						Y			
07	Sick	S	S	1	N	Y		.000	1.000	Y Y Y Y Y Y
	615-00-00									YYYY
	EXEMPT FROM BENEFIT CALC:						N			
	EXEMPT FROM RATE RECALC:						N			

### Payroll Data Entry/Benefit Processing

Generally speaking, for Payroll Data Entry for Union Payroll, you should not modify existing lines; the existing line should be deleted and retyped. Many calculations take place when a line is entered, and these calculations may not occur if the line is merely edited.

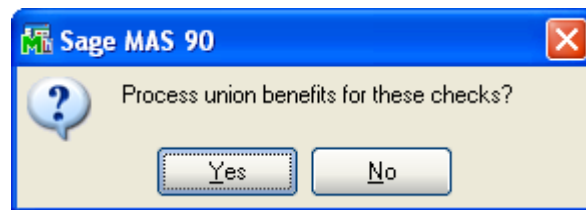
A new button labeled 'More...' has been added to Payroll Data Entry for the entry of additional fields. Four new fields will be available: Union Code, Date Worked, a 'Check In' flag, and a 'Use Worked Union Fringes' flag. During the entry of a new line, the Union Code will default from the Union Code in the employee Masterfile. It may be overridden by line or may be blanked out if the earnings line is not related to a union. Again, the validation of Labor Code to Union Code will be performed.

The program will compare the hourly rate from Union Benefit Maintenance for the Union Code Worked/Labor Code combination to the rate standard Sage 100 would return. The rate that will be defaulted will be the higher of the two rates.

If a Job Number was entered on the line, the Employee's Union Code will be overridden automatically with the Union Code for the Job Number unless the 'Use Home Union' flag for that job is checked (refer to section VIII about this flag).

Note: You will not enter earnings or deductions that are determined by a Union Benefit Code; these will automatically be added during another phase of processing.

As you exit Payroll Data Entry, before the prompt to calculate taxes, a new prompt to 'Process Union Benefits For These Checks? Yes, No' will be presented.



Union benefits are then calculated based on the information found in the Union Benefits file and the Payroll Data Entry file. The Union Code and Labor Code present on each earnings line in the data entry file determine which earnings and deduction lines will be automatically added to each employee's check. Earnings lines for Earnings Codes whose 'Exempt From Benefit Calculation' is turned on will be ignored.

Benefits that are dues will be processed once for each unique combination of Union Code/Labor Code that an employee worked in each check. Benefits that are non-dues will be processed for the employee's home Union and home Labor Code from the Employee Masterfile. Alternately, if the 'Use Worked Union Fringes' box is checked, benefits will be processed for the Union Worked on the line and the Labor Code on the line. Even if an employee worked no hours in his home Union Code, the Union Benefit Codes that are not considered dues will be processed for that employee if the 'Use Worked Union Fringes' box is not checked.

If the Setup option 'EA Benefit Calc to Include Job Info' is unchecked, then each earnings line added will be added based on Union Code/Labor Code and will not contain a Job Number or Cost Code. If the 'EA Benefit Calc to include Job Info' is checked, then Earnings benefits will be calculated for each unique combination of Union Code/Labor Code/Job Number/Cost Code and will contain a Job Number/Cost Code.

If you checked 'Post Employer Contributions to Job Cost' the employer contributions will be calculated by Union Code/Labor Code/Job Number/Cost Code. After the check register is updated in Payroll, the Job Number and Cost Code will be available for viewing on the payroll data entry lines tab, but can not be edited. The Job Number and Cost Code will also print on the payroll audit report. The employer contributions will get updated to job cost with a Cost Type of Burden.

PAYROLL DATA ENTRY AUDIT REPORT														Edwardson Electric Company		
														DETAIL OPTION		
DEPARTMENT NO: 01    Field Staff																
EMPLOYEE NUMBER	ENT NO.	NAME	CODE	DESCRIPTION	ST	LOC	W/C	DP CODE	JOB NO.	COST CODE	RATE	HOURS	AMOUNT			
0001000	1	Emerson, David											CHECK AMOUNT: 1,078.82			
			E 01	REGULAR	CA		ALL	01	0000002	EEC2140	100-010-000	41.000	40.00	1,640.00		
										UNION: U001		DATE WORKED: 09/10/10		CHECK IN: Y    USE WRK UNION FRINGES: N		
										SHIFT: 1						
												EARNINGS TOTAL:		40.00	1,640.00	
												FED		FEDERAL WITHHOLDING		306.82
												FED		F.I.C.A.		101.68
												FED		MEDICARE W/H		23.78
												CA		STATE WITHHOLDING		110.86
												CA		STATE DISABILITY INS.		18.04
												TAX TOTAL:			561.18	

If 'Calculate Benefits for Manual Taxes' is specified in Setup, benefits will be calculated when the manual taxes option is checked on a pay entry. Since the pay entry could be out of balance, you will be allowed to save the data entry and respond 'No' to the 'Out of Balance - Do you want to delete the check?' message during data entry. However if the entry is still out of balance when you print the audit report then you will be prevented from updating.

*If you have TC-1036: TimeCard Integration with Union Payroll installed and you are posting to Job Cost from Time Card the 'EA Benefit Calc to Include Job Info' Setup option will not be available.*

*The shift differential will be applied only the first time. After this, the shift differential will be recalculated only if the rate, union code or shift code is changed on the line. For this reason you may want to delete and re-enter a payroll line rather than modifying it. Otherwise, if you modify the union code or shift code, you must re-enter the regular rate on the line.*

*For the calculation methods in Benefit Code Maintenance for Hours, Wages, and Days Worked; non-dues benefits will include all earnings lines on the check.*

*For dues benefits, Hours, Wages and Days Worked will include only lines for each Union Code/Labor Code combination.*

*Benefits will be processed only for Check Entry Number 1 for an employee. Benefits will include all earnings lines on the check.*

If you enter an employee's Selective Payment Entry screen after this process has been performed, the program will assume there has been a change and will force you to perform the union benefit calculation again. The current information will be cleared and new calculations for the union fringe benefits will be performed.

The Payroll Data Entry Audit Report will print the union benefit information as it does 'normal' earnings and deduction information.



### Union Check in

The following applies only to the Home Union vs. Job Union Pay Rate comparison method.

If an employee works within a union's jurisdiction but fails to 'check in' with that local union, the system will not withhold dues for that union, but the employee still will be paid the pay rate associated with that Union Code/Labor Code.

During Payroll Data Entry, a new flag for 'Check In' will be added to each earnings line, available for entry after the Union Code. The box will be checked by default. If the box is unchecked, then the pay rate comparison will be made and the higher rate used, but the Union Code will be changed back to the employee's home Union Code, erasing the reference of the entered Union Code. For all Payroll reporting and historical reference, it will appear as though the employee worked within the Home Union. The pay rate change is the only effect of the Union Code entered.

### Reporting

The Payroll Setup option to 'Maintain Perpetual Check History' must be checked to produce these reports.

**Specific Purpose Rule:** the described features were developed for specific clients to their specifications and may not conform to generally accepted Sage 100 standards and procedures. These features may or may not benefit you in your application of Sage 100.

#### A. Union Benefit Code Listing

This listing will detail all Union Benefit Code information entered from the Setup screen.

#### B. Union Code Listing

This listing will include the Name, address, phone number, fax number, and ID number for each Union Code established. The listing will also include all Labor Code Setup within each Union Code and the information that applies to each labor Code. The rates at which the Union Fringe Benefits are to be calculated will be listed.

#### C. Union Deduction/Fringe Report

This report is printed for a range of Union Codes, Check Dates, and Period End Dates, and details information by Union/Employee for each employee who had earnings referencing the selected union code within the date range selected.

The report will be sorted and will page break primarily by Union Code, with data sorted in employee name/labor code order within the union code. If the employee worked in more than one labor code, multiple records for the same employee will be printed. An option is available to this report to 'consolidate by labor code.' When this option is selected, the report will print sorted by Employee Name only—with one record per employee using the employee's masterfile labor code. You also have the option to print the Union Code. The following information will be printed:

Run Date: 4/20/2009		Simply Delicious & Natural Food Co.			Page: 1		
P/R Date: 4/20/2009		PERIOD END DATE		TO 12/31/2099		Time: 06:53 PM	
		CHECK DATE		TO 12/31/2099			
U001 Union 1							
EMPLOYEE NAME	EMP. NUMBER	EARN	<----- TOTAL ----->		<----- DEDUCTIONS AND FRINGES ----->		
TRADE	S.S. NUMBER	TYPE	HOURS	EARNINGS	CODE	AMOUNT	EARNINGS
-----							
FERGUSON, EVAN	11-0000007	Regular	1,806.50	47,514.28		100.00	6,004.92
Officers	123-45-6789	Overtime	160.00	6,000.00			
		Expenses	0.00	100.00			
		Pay Sick	10.00	251.23			
		TOTAL	1,976.50	53,865.51			
-----							
FERGUSON, EVAN	11-0000007	Regular	40.00	1,004.92			0.00
Technicians	123-45-6789	TOTAL	40.00	1,004.92			
-----							
JENKINS, ALLEN	11-0000105	Regular	1,659.00	25,352.00	Emp Cont	360.00	3,505.88
Officers	123-45-6789	Overtime	657.40	14,704.00	emp cont	120.00	
		Doubletime	120.00	3,600.00	ec	21.00	
		Vacation P	37.00	571.54	Gr Union B	67.50	
		Personal D	320.00	4,800.00	Hr Union B	405.00	
		Expenses	0.00	50.00	Vac Union	11.34	
		test earni	40.00	800.00		600.00	
		Tools	0.00	48.00			
			0.00	13.44			
		TOTAL	2,833.40	49,938.98			
-----							
			4,849.90	104,809.41			

The Union Description, Check Date, and Period End Date ranges selected will print within the header of the report. If you checked 'Print Union Code,' that will also print in the header.

Employee Name, Labor Code Description, Social Security Number, Employee Number, Earnings Code Description (one row for each earnings code will be printed), Total Earnings, Total Hours, Deductions Code Description, Deduction/Fringe Amount and Earnings Amount.

\*Note the Earnings Amount is not the Gross Earnings, but only the earnings that reference the Union Code being printed.

The Earnings Type column, Total Hours and Total Earnings columns will exclude Earnings Types of 'M'iscellaneous and 'F'ringe.

All deductions present on the checks dated within the range, with the exception of Employer Contribution Type deductions, will be included under the Deductions and Fringes Column. Only Earnings of type 'F'ringe will be included under the Deductions and Fringes Column. All other Earnings Types will be excluded.

## D. Union Summary Report

This report is printed for a range of Check Dates and Union Codes and details information regarding employees who worked outside of their home union.

The report is presented to the non-local union. The Union Code range within the selection is assumed to be the non-home ('away') Union Code. An employee will appear on the report if she had wages for a union that is not her home union. The report will be sorted by Employee Name/Labor Code. One 'page' will be printed for each combination of home/'away' unions. The following data will be printed:

P/R Date: 05/31/98		UNION SUMMARY REPORT		Time: 02:59 PM	
		04/01/98 TO 06/30/98			
		LOCAL U002 IN LOCAL U001			
		22222222222222			
EMPLOYEE NAME	EMP. NUMBER	EARN			
TRADE	SOC SEC NO.	TYPE	HOURS WORKED	HOURS PAID	GROSS WAGE
.....					
Portilla, William	11-0000001	Regular	40.00	40.00	4,000.00
Warehouseperson	556-56-9943	Doubletime	2.00	4.00	200.00
TOTAL			42.00	44.00	4,200.00
.....					
			42.00	44.00	4,200.00
.....					
REPORT TOTAL:			42.00	44.00	4,200.00
.....					

Date Range, Home Union, and Away Union within the header, printed as 'Local xxx In Local yyy,' where xxx is the home union and yyy is the away union. Employee Name, Labor Code, Social Security Number, Employee Number, one line per Earnings Code with Hours Worked, Hours Paid, Gross Wages, Total Deductions and Total Fringes will be printed.

The Earnings Type/Hours Worked/Hours Paid/Gross Wages columns will exclude Earnings Type of 'M' and 'F.'

All deductions present on the checks dated within the range will be included under the Deductions and Fringes Column. Only Earnings of type 'F' fringe will be included under the Deductions and Fringes Column. All other Earnings Types will be excluded.

## E. Certified Payroll Report

This report can be run for the current pay cycle, before the Payroll Check Register has been updated, or it can also be run from the Perpetual Payroll History Files. This report is selected by a range of Job Numbers, Check Date and Period Ending Date.

```

Run Date: 10/16/97          EDWARDSON ELECTRIC COMPANY          Page: 1
P/R Date: 09/09/97          CERTIFIED PAYROLL REPORT          Time: 12:56 PM
RUN DATE: 10/16/97          Saddleback-Hospital Remodel          PAGE: 1
                               JOB NUMBER: EEC2140          PAYROLL WEEK NUMBER:
                               CONTRACT NUMBER: 2250-RTJ
                               FOR THE WEEK: 08/19/98 TO 08/25/98

EDWARDSON ELECTRIC COMPANY

----- DAY AND DATE ----- TOTAL
NAME, ADDRESS, AND          Wed Thu Fri Sat Sun Mon Tue HOURS HOURLY GROSS EARNINGS DEDUCTIONS
SOCIAL SECURITY NUMBER OF    19 20 21 22 23 24 25 FOR RATE TOTAL DEDUCTIONS & EMPLOYER
EMPLOYEE                    WORK CLASSIFICATION WEEK OF PAY NET AMT EARNED CONTRIBUTIONS
-----
Emerson, David              0000001          Check No: D00023 JOB GR: 500.00 FICA/MED: 95.01
4662 W. Lakeview Dr.          TOT GR: 1,241.88 FED W/H: 267.59
O .00 .00 .00 .00 .00 .00 .00 .00 TOT DED: 577.53 CA W/H: 11.39
Tustin, CA 92668            R .00 .00 .00 20.00 .00 .00 .00 20.00 25.00 TOT NET: 520.60 CA A W/H: 4.13
SSN: 226-85-4712 SEX: M RACE: C FILING STATUS: S EXEMPTIONS: 1 CA C W/H: 9.00
                                         CA W/H: 9.00
                                         OH W/H: 3.13
                                         OH !S1 W/H: 71.25
                                         OH 3 W/H: 1.41
                                         OH 4 W/H: 60.65
                                         WA A W/H: 40.00

```

If you checked the 'Suppress Full Employee SSN and Address' box in Setup, the Certified Payroll Report will print only the Employee's name and the last four digits of the Social Security Number. The column label will be modified to say 'Name and Individual Identifying Number of Worker'.

Run Date: 03/24/2009

Simply Delicious &amp; Natural Food Co.

Page: 1

P/R Date: 03/22/2009

CERTIFIED PAYROLL REPORT

Time: 12:41 PM

RUN DATE: 03/24/09

PAGE: 1

JOB NUMBER: 0000-001

FOR THE WEEK: 03/14/09 TO 03/20/09

Simply Delicious &amp; Natural Food Co.

NAME AND INDIVIDUAL IDENTIFYING NUMBER OF WORKER	----- DAY AND DATE -----							TOTAL	HOURLY RATE	GROSS EARNINGS TOTAL DEDUCTIONS NET AMT EARNED	DEDUCTIONS & EMPLOYER CONTRIBUTIONS
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	HOURS FOR WEEK			
	14	15	16	17	18	19	20				
	WORK CLASSIFICATION										
-----											
Ferguson, Evan 6789	0000001	Officers							Check No:	JOB GR: 1,811.47	FICA/MED: 134.34
									TOT GR: 1,911.47	FED W/H: 366.84	
	O	.00	.00	.00	4.50	.00	.00	5.50	10.00	TOT DED: 866.40	VACATION: 4.87
	R	.00	.00	8.00	8.00	8.00	8.00	8.00	40.00	25.12 TOT NET: 1,045.07	H & W: 60.00
										PENSION: 56.51	
										OTH DED: 243.84	

## F. Home Union Report

The 'Home Union Report' is not the same as the 'Union Summary Report' above. Please be certain you are using the appropriate report.

This report may be selected by a range of Union Codes and Check Dates. It will be sorted by Union Code/Labor Code. It will subtotal by Employee Number, and will subtotal and page break by Labor Code. It will total and page break by Union Code. It will exclude Employees who do not have a home union in Employee Maintenance. The report includes a recap section by Union/Labor Code that will list the following data as a total of all employees in the Union/Labor Code:

- Fringe Code (benefit code)
- Description (benefit code description)
- Rate (for benefits that use a rate, this is the current benefit rate from Union Code Maintenance; if that rate is zero, the rate in Benefit Code Maintenance)
- Percent (for benefits that use a percent, this is the current benefit percent from Union Code Maintenance—if that percent is zero, the percent in Benefit Code Maintenance will be used)
- Deduction (the total of non-Employee Contribution type benefit deductions)
- Fringe (the total of Employer Contribution type benefit deductions)

Run Date: 09/01/99 SDN		Simply Delicious and Natural Food				Page: 1	
P/R Date: 08/03/99		HOME UNION DETAIL REPORT				Time: 09:29 AM	
		TO 12/31/2099					
FRG		TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
CD		GROSS WAGES	REG HRS	OT HRS	HOURS	DEDUCTIONS	FRINGES
UNION CODE U001 Welder's Union							
10011 3rd Avenue							
SEATTLE, WA 98101							
LABOR CODE 0000001 Warehouseperson							
EMPLOYEE 00-0000009 John Smith 123-55-9999							
		6,051.69	108.15	.00	108.15		
O4						540.75	.00
ED1						471.63	.00
ED2						235.08	.00
ED3						.00	101.15
BF1						10.00	.00
EMPLOYEE 00-0000009 TOTAL		6,051.69	108.15	.00	108.15	1,257.46	101.15
EMPLOYEE 00-0000010 Jordan Ferguson 123-45-6789							
		10,371.13	120.00	7.00	127.00		
O4						435.00	.00
ED1						813.24	.00
ED2						372.50	.00
ED3						.00	86.50
BF1						7.00	.00
EMPLOYEE 00-0000010 TOTAL		10,371.13	120.00	7.00	127.00	1,627.74	86.50
EMPLOYEE 11-0000110 AVERY PHILLIPS 653-12-3998							
		594.40	40.00	.00	40.00		
EMPLOYEE 11-0000110 TOTAL		594.40	40.00	.00	40.00	.00	.00
LABOR CODE 0000001 TOTAL		17,017.22	268.15	7.00	275.15	2,885.20	187.65
RECAP - FRINGE BENEFITS							
FRG	DESCRIPTION	RATE				DEDUCTIONS	FRINGES
O4		5.000				975.75	.00
ED1	Benefit Deduction 1	12.000				1,284.87	.00
ED2	Benefit Deduction 2	.500 5.000%				607.58	.00
ED3	Benefit Deductions 3	1.100				.00	187.65
BF1	Benefit Fringe 1	100.000				17.00	.00
						2,885.20	187.65

If you choose the Summary option, the report will appear virtually the same as above, except one line will print per Employee, containing the following columns of data: Employee Number, Employee Name, Social Security Number, Total Regular Hours, Total OT Hours, Total Hours and Total Gross Wages. See the example above for an example of the Union Report in detail mode, and below for an example of the report in Summary mode.

Run Date: 09/01/99 SDN		Simply Delicious and Natural Food				Page: 1	
P/R Date: 08/03/99		HOME UNION SUMMARY REPORT				Time: 10:08 AM	
		TO 12/31/2099					
EMPLOYEE		TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
NUMBER		GROSS WAGES	REG HRS	OT HRS	HOURS	DEDUCTIONS	FRINGES
UNION CODE U001 Welder's Union							
10011 3rd Avenue							
SEATTLE, WA 98101							
LABOR CODE 0000001 Warehouseperson							
00-0000009 John Smith	123-55-9999	6,051.69	108.15	.00	108.15	1,257.46	101.15
00-0000010 Jordan Ferguson	123-45-6789	10,371.13	120.00	7.00	127.00	1,627.74	86.50
11-0000110 AVERY PHILLIPS	653-12-3998	594.40	40.00	.00	40.00	.00	.00
LABOR CODE 0000001 TOTAL		17,017.22	268.15	7.00	275.15	2,885.20	187.65
		=====	=====	=====	=====	=====	=====
RECAP - FRINGE BENEFITS							
PRG DESCRIPTION	RATE					DEDUCTIONS	FRINGES
04	5.000					975.75	.00
ED1 Benefit Deduction 1	12.000					1,284.87	.00
ED2 Benefit Deduction 2	.500	5.000%				607.58	.00
ED3 Benefit Deductions 3	1.100					.00	187.65
BF1 Benefit Fringe 1	100.000					17.00	.00
						2,885.20	187.65
						=====	=====

### G. Worked Union Report

This report is similar in format to the Home Union Report, with the primary difference being that wage and hour information on this new report is totaled for the Employee within the selected dates, not specific to the union appearing in the report's header.

This report is printed for a range of Check Dates and Union Codes, and details information regarding Employees who worked outside of their Home Union. The Union Code range within the selection is assumed to be the non-home ('away') Union Code. An Employee will appear on the report if that Employee had wages for a union that is not currently his Home Union. Hours and dollars by Employee will include all unions; this includes the Home Union, not just the union in the report title. This means that the same data will show up on the Home Union Report as well as the reports printed for every union in which the Employee has worked. The report will be sorted by Employee Name/Labor Code. One 'page' will be printed for each combination of home/'away' unions. The following data will be printed:

Date Range, Home Union, and Away Union within the header (printed as 'Local xxx In Local yyy,' where xxx is the Home Union and yyy is the Away Union), Employee Name, Labor Code, Social Security Number, Employee Number, one line per Earnings Code with Hours Worked, Hours Paid and Gross Wages.

The report essentially prints the same data columns as the Home Union Report, although the rightmost two columns, Total Deductions and Total Fringes, will not be printed, and there will be no recap of the fringe benefits section printed. See next page for an example of the report.



Run Date: 09/01/99 SDN Simply Delicious and Natural Food Page: 1  
P/R Date: 08/03/99 WORKED UNION REPORT Time: 10:13 AM  
LOCAL U001 IN LOCAL U003  
TO 12/31/2099

EMPLOYEE NUMBER	TOTAL GROSS WAGES	TOTAL REG HRS	TOTAL OT HRS	TOTAL HOURS
UNION CODE U003 Carpenter's Union 222 Kenneth Place NE Room 103 Bainbridge Island, WA 98110				
LABOR CODE 0000001 Warehouseperson				
00-0000009 John Smith	123-55-9999 6,051.69	108.15	.00	108.15
00-0000010 Jordan Ferguson	123-45-6789 10,371.13	120.00	7.00	127.00
	-----	-----	-----	-----
LABOR CODE 0000001 TOTAL	16,422.82	228.15	7.00	235.15
	=====	=====	=====	=====
LOCAL UNION U001 IN U003 TOTAL	16,422.82	228.15	7.00	235.15
	=====	=====	=====	=====

Run Date: 09/01/99 SDN Simply Delicious and Natural Food Page: 2  
P/R Date: 08/03/99 WORKED UNION REPORT Time: 10:13 AM  
LOCAL U002 IN LOCAL U003  
TO 12/31/2099

EMPLOYEE NUMBER	TOTAL GROSS WAGES	TOTAL REG HRS	TOTAL OT HRS	TOTAL HOURS
UNION CODE U003 Carpenter's Union 222 Kenneth Place NE Room 103 Bainbridge Island, WA 98110				
LABOR CODE 0000001 Warehouseperson				
11-0000001 William Portilla	556-56-9943 48,178.14	684.25	102.17	805.92
	-----	-----	-----	-----
LABOR CODE 0000001 TOTAL	48,178.14	684.25	102.17	805.92
	=====	=====	=====	=====
LOCAL UNION U002 IN U003 TOTAL	48,178.14	684.25	102.17	805.92
	=====	=====	=====	=====

Run Date: 09/01/99 SDN Simply Delicious and Natural Food Page: 3  
P/R Date: 08/03/99 WORKED UNION REPORT Time: 10:13 AM  
LOCAL U002 IN LOCAL U003  
TO 12/31/2099

EMPLOYEE NUMBER	TOTAL GROSS WAGES	TOTAL REG HRS	TOTAL OT HRS	TOTAL HOURS
REPORT TOTAL:	64,600.96	912.40	109.17	1,041.07
	=====	=====	=====	=====

### Job Masterfile

A new button labeled 'More' has been added to the Job Masterfile Maintenance screen. Click this button to pop-up a new window for additional fields entry.

Three new fields are added to the Job Masterfile: Union Code, 'Use Home Union?', and 'Certified Job?'. A lookup into on file Union Code will be available from the Union Code field. During Payroll Data Entry, the Job's Union Code will default to override the employee's Union Code unless the Use Home Union box is checked. If it is checked, then the employee's Home Union Code will be used, not the Job's Union Code. The Certified Job? Flag will be used to determine if this job is to be included on the Certified Payroll Report.

**Shift Maintenance**

If you checked the 'Allow Shift Entry' box in Setup, a new Shift Maintenance screen will be available within Union Code Maintenance. You may enter a Shift Code, Description, Multiplier, Percent and Divisor.

**Complex Pay Rate Comparison****Labor/Benefit Maintenance**

As you exit a Union Code/Labor Code record, Total Clock, Total % and Total Package will be recalculated. Total Clock is the total of per hour non-percentage type union fringe benefits. Total % is the total percentage of the percentage type union fringe benefits. Total Package is Union pay rate + all union fringe benefits. Note: Earnings/Deduction rates with calculation method 'F' will be divided by 40. Those with calculation method 'D' will be divided by 8. Those with calculation method 'O' and 'X' will be ignored.

**Payroll Data Entry/Benefit Processing**

While the Payroll Data Entry file is being scanned for benefit processing, a rate recalculation will be performed if the Total Package for the Worked Union is higher than the Home Union. The goal of the payroll rate recalculation is to make the amount of the Total Package of the employee's worked union equal to the Total Package of an employee in which that same union is their home union.

Union dues (any union benefit with a check in the union due box) are not included in pay rate recalculation. The rate recalculation will take place only if the Total Package (union pay rate + fringe benefits) for the Worked Union is higher than the Home Union. The extension will be recalculated. Earnings lines for Earnings Codes whose 'Exempt From Rate Recalculation' is turned on will not have their rates or extensions recalculated.

The calculation steps for the pay rate recalculation are detailed below. See the rate comparison example for further clarification.

1. Deduct the Total Clock from the Total Package for the Home Union.
2. The value calculated in step 1 divided by the home union pay rate.
3. Worked union Total Package minus home union Total Clock.
4. The value calculated in step 3 divided by the value calculated in step 2. This is the new worked union pay rate.
5. The new worked union pay rate calculated in step 4 plus the union fringe benefits will become the new Total Package. The new calculated Total Package must equal the Total Package of an employee in which this union is his or her home union.

**\*\*If there is a Rate Recalc Labor Code in Union Maintenance and a Rate % in Employee Maintenance, the following changes will be made to the above rate recalculation steps:**

1. The Rate Recalc Labor Code instead of the labor code on the payroll data entry line will be used to compare the home union Total Package to the worked union Total Package to determine if rate recalculation should be performed.
2. The Rate Recalc Labor Code instead of the labor code on the payroll data entry line will be used for calculation steps 1–5 above, but the calculation steps will remain the same.
3. At the point in step 5 above when the new worked union pay rate is determined, this pay rate will be multiplied by the Rate % in Employee Maintenance which will become the worked union pay rate.

#### Rate Comparison Example

List Total Packages of Home Local and Local to which employee is traveling:

		<i>Home</i>	<i>Worked</i>			
		L0.481	L0.166			
Rate		21.58	20.50			
NEBF	3%	0.65	0.62			
APPR	Clock Hour		0.25		<i>Home</i>	<i>Worked</i>
Pension	6%	1.29	2.20	Total Clock	3.76	4.25
H&W	Clock Hour	2.75	4.00	Total %	17%	17%
Vacation	Clock Hour	1.01				
Annuity	8%	<u>1.73</u>	<u>2.00</u>			
Total Package		29.01	29.57			

1. Deduct Total Clock from Total Package for Home Union:

29.01  
-3.76  
 25.25

2. Divide this new total by Employee's Home Union Pay Rate:

25.25  
21.58  
 1.17

3. Deduct Home Union Total Clock from Worked Union Total Package:

29.57  
-3.76  
 25.81

4. Divide the value from step 3 by the value from step 2. This becomes the new Worked Union Pay Rate:

25.81

1.17

22.06

5. The new Worked Union Pay Rate from step 4 plus the Home Union benefits becomes the new Total Package. Note that the Total Package is equal to the Worked Total Package on the prior page.

Rate		22.06
NEBF	3%	0.66
Pension	6%	1.32
H&W		2.75
Vacation		1.01
Annuity	8%	<u>1.76</u>
Total Package		29.57

When in payroll data entry, a new field has been added for Shift Code, which may be left blank. During benefit processing, right after the rate recalculation, the shift differential will be applied if a shift has been entered in payroll data entry. It will be applied as follows:

1. The rate will be multiplied by eight hours.
2. The result from step (1) will be added to the result from step (1) multiplied by the shift percent.
3. The result in step (2) will be divided by the shift divisor.
4. The result in step (3) will be multiplied by the shift multiplier.

For example:

A person's regular rate is \$10.00.

That person works the swing shift, which has:

Multiplier = 1.5

Percent = 10

Divisor = 7.5

The following steps will occur:

1)  $10.00 * 8 = \$80.00$

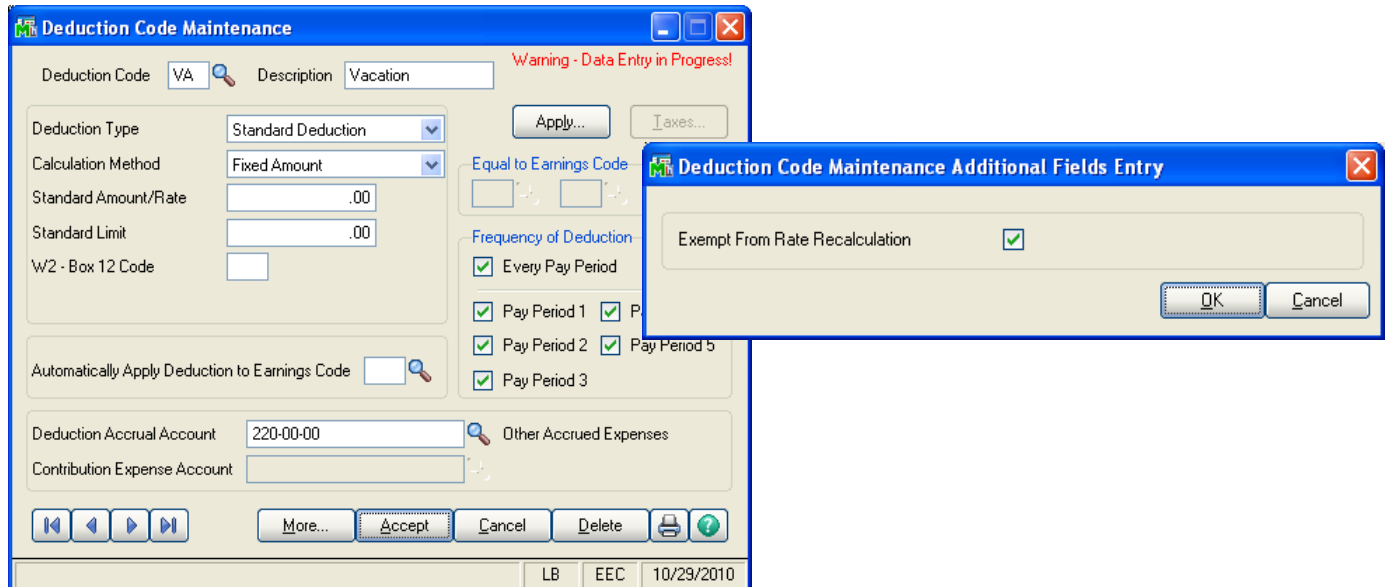
2)  $80.00 + (80.00 * 10\%) = 88.00$

3)  $88.00 / 7.5 = 11.73$

4)  $11.73 * 1.5 = 17.60$  (this is the new hourly rate)

### Deduction Code Maintenance

An option to flag a deduction amount 'Exempt From Rate Recalculation' has been added to Deduction Code Maintenance. This option can be accessed by clicking the 'More...' button on the Deduction Code Maintenance screen. If you check this box, then the deduction amount will be excluded from the calculations (e.g., Total Clock, Total % and Total Package) that are used by the Rate Recalculation process.



### Visual Integrator

The files listed below have been added or changed in the Data Dictionary by this Extended Solution for Visual Integrator purposes.

<b>New File:</b>	<b>Field:</b>
PR.DATAENT	#DATE_WORKED, #UNION_CODE, #CHECK_IN, #AUTO_ADD_BENEF, #BENEFIT_CODE, #LABOR_CODE, #WORK_FRINGE, #SHIFT_CODE
PR.EMPL_II	All Fields
PR.EARN_II	All Fields
PR.PER_DTL	(Same as PR.DATAENT)
JC.JOBS_II	UNION_CODE, USE_HOME_UNION, CERTIFIED_JOB
PR.UNION	All Fields
PR.UNIONBF	All Fields
PR.UNIONLB	All Fields
PR.UNLBFF	All Fields
PR.UNSHIFT	All Fields

The Data Dictionary may contain other files and data fields that are not available without their corresponding Sage Software Extended Solutions installed.

**ODBC Dictionary**

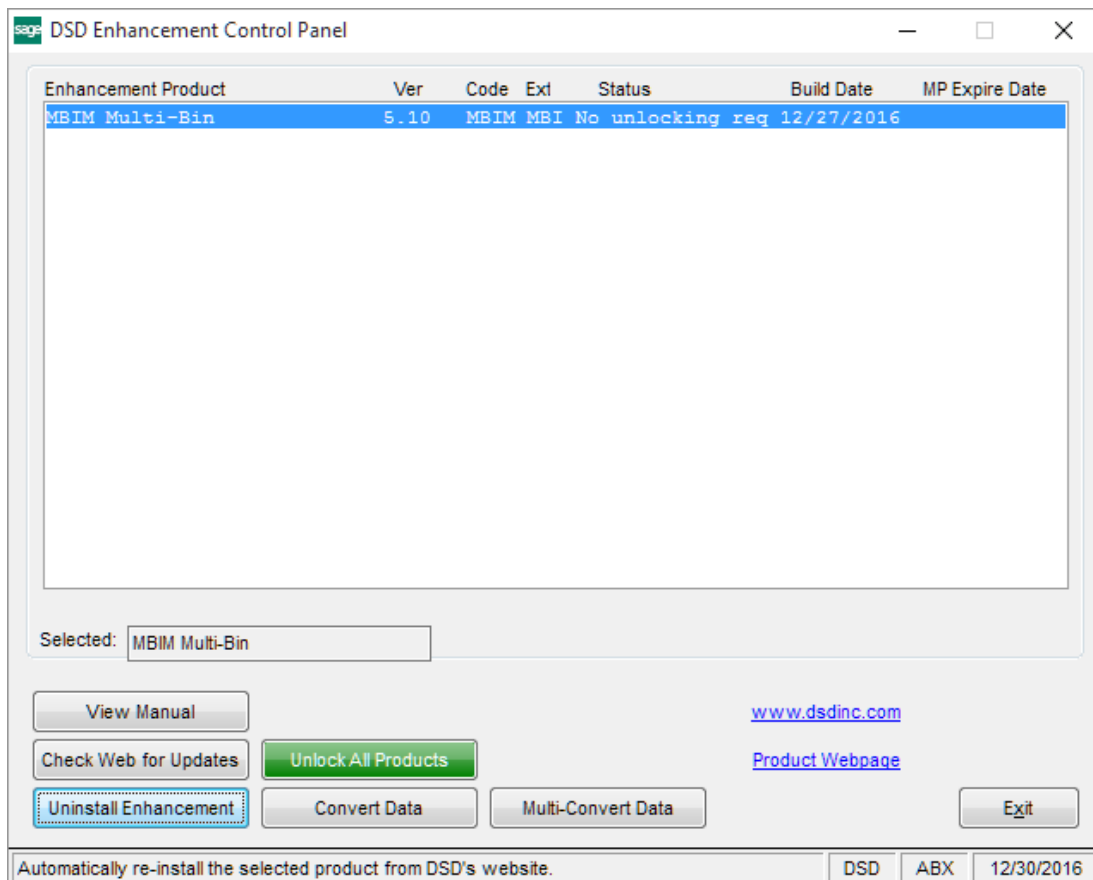
The files listed below have been added or changed in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

<i>File:</i>	<i>Description</i>	<i>Fields:</i>
JC_A1	Job Masterfile 2	UnionCode UseHomeUnion? CertifiedJob?
PR7B\$	Payroll Data Entry Line	DateWorked UnionCode CheckIn? AutoAddedBenefitCode? BenefitCode UseWorkUnionFringes ShiftCode LaborCode Old Union Old Shift Old Rate
PR_23B\$	Perp History Detail	Same As PR7B\$
PR_A1	Payroll Employee 2	Union Code
PR_AD	Payroll Earnings/Deduction 2	All
PR_LB	Union/Labor Code/Benefit	All
PR_UB	Union Benefit Masterfile	All
PR_UC	Union Code Masterfile	All
PR_UL	Union/Labor Code File	All
PR_US	Union/Shift Code File	All

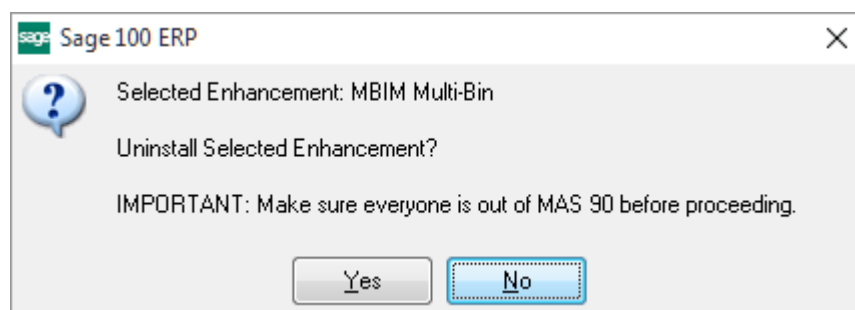
Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

## Section E: Uninstall DSD Enhancements

A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your Sage 100 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.



When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:

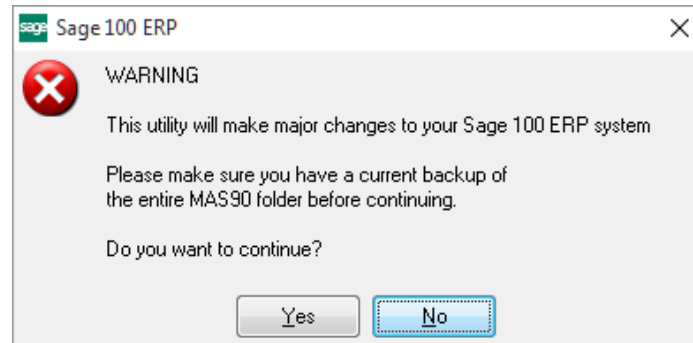


Select **No** to exit the Uninstall Process.

Select **Yes** to continue with the Uninstall Process.



The following message box will appear, to remind you that a complete backup of your entire Sage 100 system should be completed prior to uninstalling a DSD product.



Select **No** to exit the Uninstall Process.

Select **Yes** to continue with the Uninstall Process.

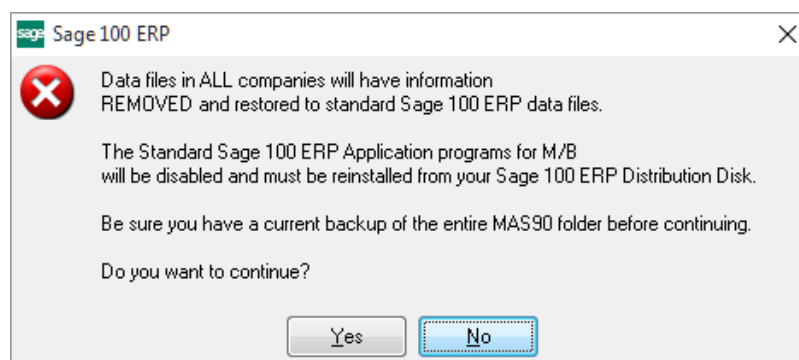
**After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.**

A message box will appear, and will display which of those specific Sage 100 modules you must reinstall afterwards.

Select **No** to exit the Uninstall Process.

Select **Yes** to continue with the Uninstall Process.

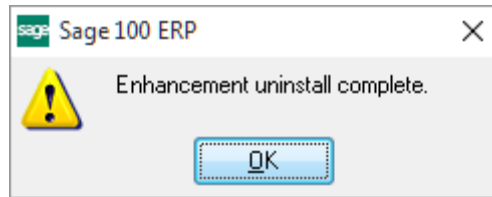
The following message box will appear, displaying the final warning message.



Select **No** to exit the Uninstall Process.

Select **Yes** to continue with the Uninstall Process. At this point, the DSD Enhancement will be removed from the Sage 100 system.

After completion of the Uninstall, the following message box will appear. Select OK to continue.



Now that the Uninstall process is completed, you must:

- Reinstall the applicable standard Sage 100 modules
- Reinstall the latest Sage 100 Service Pack/Updates, if applicable.
- Reinstall any other DSD Enhancements or Developer products that are affected from the reinstallation of the standard Sage 100 module(s).