

Payroll Process

- Set up Company Information in Payroll
- Set up Employee information in Payroll
- Create Payroll Automatic Entry Edit
- Create an Unpaid Technician Labor Report
- Create a Payroll Run
 - Print Checks
 - Generate ACH file
 - Post Payroll Run

COMPANY INFORMATION

Payroll > Maintenance > Company Information

- Select the company from the primary Grid

Basic tab - Company Information section

- Input the **Company Name** as it will appear on Paychecks.
- Input company **Address, Phone, Fax, Fed Tax ID and Fed Flat Rate %**
- Select conventional or military time in **Time Card** (12 or 24 Hours).
- Select a **401k Export Type** (determined by 401k provider),
- Select an **Overtime Type** (how it is calculated at the dealership)
- Select a **Default Payroll End Day** (day of the week),
- Mark **W2- truncate SSN** to show only last 4 SSN,
- In put **401k Provider**
- Marking **Rates Read-Only** will prevent editing employee rates when a user is performing payroll in Enter/Edit Payroll Entries.

Company Name	Payroll Company	
Address 1	7301 New Lagrange road	Phone (223) 343-4343 4126
Address 2	Address line 2	Fax 1 (024) 251-2345 566
Zip	36695-	County MOBILE
City	Mobile	State Alabama
Federal Tax ID		Federal Flat Rate 0%
Time Card 12/24	24 Hour	Time Card Format Decimal Time
401(k) Export Type	NADA	Overtime Type 40 Hours
Default PR End Day	Friday	<input checked="" type="checkbox"/> W2 - Truncate SSN
401(k) Provider	NADA test12	<input type="checkbox"/> Rates Read Only

Basic tab - Print Queue section

- **Bank account for check # and print Que** – Select a bank account from the dropdown.
- **Employee Name in Register**- Mark this checkbox if you want the employee's name to appear in the check register.

Bank Account for Check # and Print Queue	
Payroll Account	<input checked="" type="checkbox"/> Emp Name in Register
Check Print Queue: QA Office	
(Override): Send To OneNote 2013	
Plain Paper Queue: Microsoft Print to PDF	
(Override): Lexmark MS420 Series	

Provided for reference only - Check Print Queue printer, The Override printer (see the Print Setup tab), Plain Paper Queue printer, Override printer (see the Print Setup tab)

For Technical or Software Support, please contact:

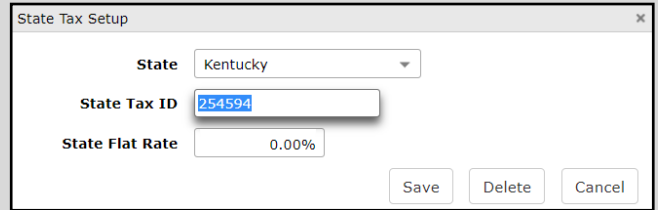
1.800.227.8187 or email dmssupport@dominiondms.com

COMPANY INFORMATION

Basic tab

State Taxes section

- Highlight a state and click the **[Edit State Taxes]** button to edit or click **[Add State Tax]** to add a new state. Input State name, state ID, State Flat-Rate and click **[Save]**.



State Tax Setup

State: Kentucky

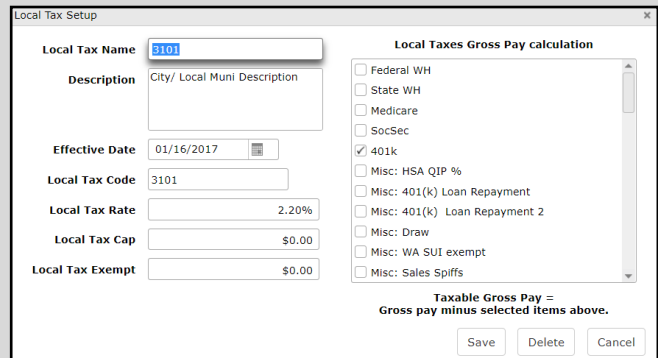
State Tax ID: 254594

State Flat Rate: 0.00%

Buttons: Save, Delete, Cancel

Local Tax section

- Highlight a Local tax and click the **[Edit Local Tax]** button to edit or click **[Add Local Tax]** to add a new one. Input the **Local Tax Name, Description, Effective date, Local tax code, Local Tax Rate, Local Tax Cap, Local Tax Exempt** and click **[Save]**.
- In the **Local Taxes Gross Pay calculation** block– Use the scrollbar to mark checkboxes so that Taxable Gross Pay= Gross Pay minus selected items.



Local Tax Setup

Local Tax Name: 3101

Description: City/ Local Muni Description

Effective Date: 01/16/2017

Local Tax Code: 3101

Local Tax Rate: 2.20%

Local Tax Cap: \$0.00

Local Tax Exempt: \$0.00

Local Taxes Gross Pay calculation:

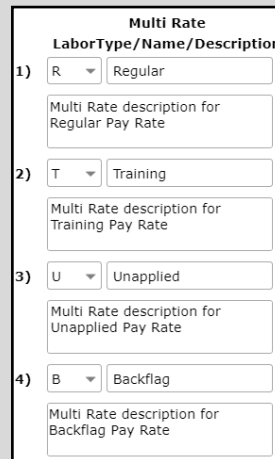
- Federal WH
- State WH
- Medicare
- SocSec
- 401k
- Misc: HSA QIP %
- Misc: 401(k) Loan Repayment
- Misc: 401(k) Loan Repayment 2
- Misc: Draw
- Misc: WA SUI exempt
- Misc: Sales Spiffs

Taxable Gross Pay = Gross pay minus selected items above.

Buttons: Save, Delete, Cancel

Multi Rate section - Labor Type/Name/Description –

- Reference the Account Setup tab, in the Payroll Company Default Accounts tab. Select the Multi Rate Caret to review the Multi Rate Labor Types.
- On the Basic tab, in the Multi Rate section, select a letter from the Multi Rate Labor Type dropdown and input a Name and Description for each Multi Rate listed on the Account Setup tab. (72 Character limit)
- Examples: R=Regular, T=Training, U=Unapplied, B=Backflag
- Click **[Save]** in the Action Ribbon



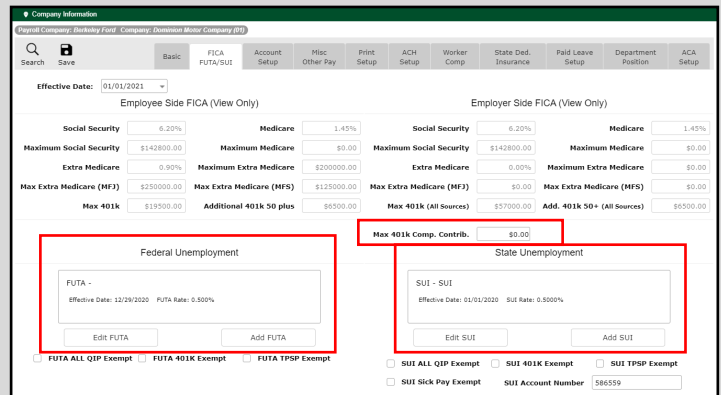
Multi Rate

LaborType/Name/Description

- 1) R Regular
Multi Rate description for Regular Pay Rate
- 2) T Training
Multi Rate description for Training Pay Rate
- 3) U Unapplied
Multi Rate description for Unapplied Pay Rate
- 4) B Backflag
Multi Rate description for Backflag Pay Rate

FICA FUTA/SUI tab- Most fields are grayed out because Dominion DMS maintains this federal information for all US dealerships.

- Each Dealership must enter:
 - Max 401k Comp contribution (how much the company will match)
 - Fed Unemployment section
 - State Unemployment section
- Mark checkboxes for each **EXEMPT** : FUTA and SUI for ALL QIP- (Qualified Insurance Plan) , FUTA 401K, FUTA TPSP- (Third Party Sick Pay), and SUI Sick Pay Exempt. Input the SUI Account Number
- Click **[Save]** in the Action Ribbon



Company Information

Effective Date: 01/01/2021

Employee Side FICA (View Only)

Social Security	6.20%	Medicare	1.45%
Maximum Social Security	\$142800.00	Maximum Medicare	\$0.00
Extra Medicare	0.90%	Maximum Extra Medicare	\$200000.00
Max Extra Medicare (MFS)	\$250000.00	Max Extra Medicare (MFS)	\$125000.00
Max 401k	\$19500.00	Additional 401k 50 plus	\$65000.00

Employer Side FICA (View Only)

Social Security	6.20%	Medicare	1.45%
Maximum Social Security	\$142800.00	Maximum Medicare	\$0.00
Extra Medicare	0.90%	Maximum Extra Medicare	\$0.00
Max Extra Medicare (MFS)	\$0.00	Max Extra Medicare (MFS)	\$0.00
Max 401k (All Sources)	\$57000.00	Add 401k 50+ (All Sources)	\$65000.00

Federal Unemployment

FUTA - Effective Date: 12/29/2020 FUTA Rate: 0.500%

State Unemployment

SUI - SUI Effective Date: 01/01/2020 SUI Rate: 0.5000%

Buttons: Edit FUTA, Add FUTA, Edit SUI, Add SUI

Checkboxes: FUTA ALL QIP Exempt, FUTA 401K Exempt, FUTA TPSP Exempt, SUI ALL QIP Exempt, SUI 401K Exempt, SUI TPSP Exempt, SUI Sick Pay Exempt

SUI Account Number: 586559

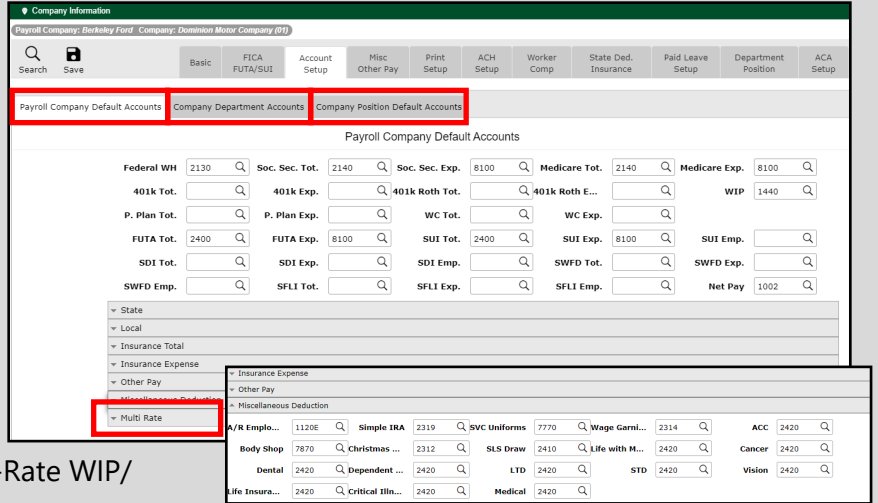
For Technical or Software Support, please contact:

1.800.227.8187 or email dmssupport@dominiondms.com

COMPANY INFORMATION

Account Setup tab - Search and select to input default account numbers for all three sub-tabs across the top.

- Payroll Company Default Accounts sub-tab - Click the Magnifying glass icon for each field and select/input account numbers only where applicable. (ie If you don't use 401k, then no account number is required.)
 - Horizontal tabs below- Open and fill in account numbers for State and Local Tax withholdings liability, Insurance withholdings liability and expense, Other Pay expense, Miscellaneous Deduction liabilities/Accts Rec./Paybacks, etc., Multi-Rate WIP/expense for Technicians.



- Company Department Accounts sub-tab - Input any exceptions to the default account tabs selections.
 - Horizontal tabs below- Each pay type that is set up on all other Company Information tabs, will be represented in these horizontal tabs. Open and fill in account numbers as required.
- Company Position Default Accounts sub-tab - Assign pay by Positions. Split pay may be used and each column must total 100%.
- Click **[Save]** in the Action Ribbon

Misc Other Pay tab

Miscellaneous Deductions block - Highlight existing Deduction and click the **[Edit Misc]** button to edit an existing or click the **[Add Misc]** button to add a new deduction. Input **Name, Description, W2 Box number, W2 Box Code, Taxed Code, Override % , Up to** amount, and **Override Pay Type**.

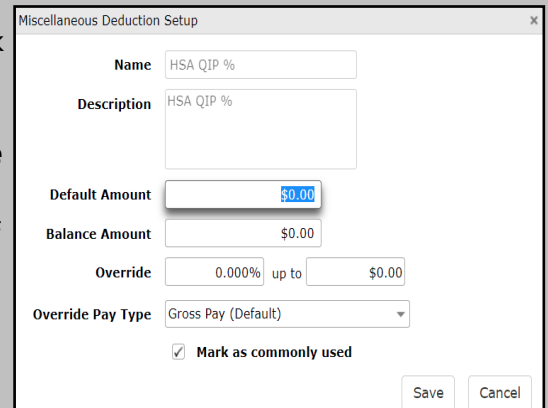
Marking the **Mark as commonly used** checkbox foreshortens the list of Miscellaneous Deductions by only showing the marked deductions. Click **[Save]**.

Disposable Earnings block - Mark the checkboxes so that Disposable Earnings = Gross Pay minus selected items, as determined by the dealership's CPA.

Other Pays block - Highlight existing Other Pay and click on **[Edit Other Pay]** or click on **[Add Other Pay]** to add. Input **Name, Description, W2 Box Number, W2 Box Code, Taxed Code**. Mark all checkboxes that apply.

Marking the **Mark as commonly used** checkbox foreshortens the list by only showing the marked Other Pays.

- Click **[Save]**



For Technical or Software Support, please contact:

1.800.227.8187 or email dmssupport@dominiondms.com

COMPANY INFORMATION

Print Setup tab

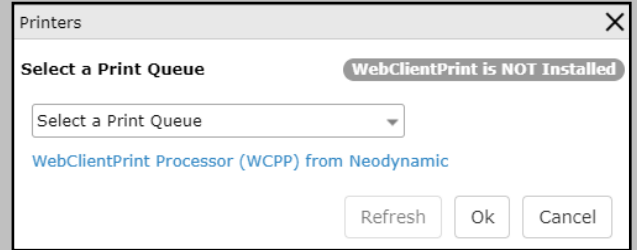
- Check boxes that apply for the payroll checks printer.

Check Print Queue (Override)	No Print Queue Name Selected.
Plain Paper Queue (Override)	No Print Queue Name Selected.

- Check Print Queue Override and Plain Paper Queue Override Allow you to assign a printer override, Click the hyperlink to assign or re-assign.

- The Hyperlink shows the Override Print Que selected. Null = Use printer defined on the Basic tab.

- Click **[Save]** in the Action Ribbon



ACH Setup tab - ACH (Automated Clearing House) Direct Deposit settings

- Mark the Direct Deposit Default New Employees checkbox to default to Direct Deposit when adding a new employee.
- Input Payroll bank account and information (Provided by the bank).
- Click the **[Create ACH Test File]** button to create a NACHA format file to send to the bank to prove the setup is correct before sending the actual Payroll file.
- Click **[Save]** in the Action Ribbon

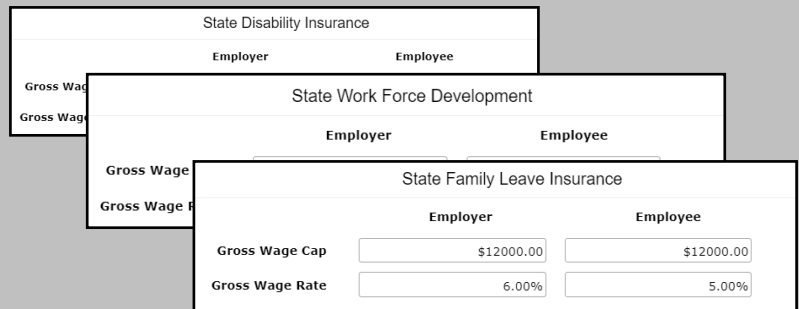
Workers Compensation tab – Highlight an existing Worker Compensation Code and click the **[Edit Worker Comp Code]** button to edit an existing or click the **[Add Worker Comp Code]** button to add a new code. Input **Worker Comp Code, Description, Effective Date, Company Rate %, Company Cap \$, Employee Rate %, and Employee Cap \$**. Select a Work Comp Type from the dropdown.

- Click **[Save]** in the Action Ribbon.

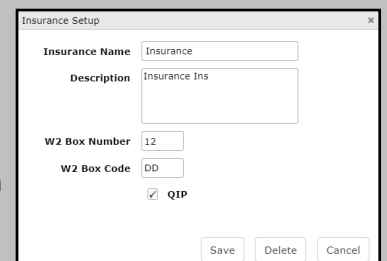
State Deduction/ Insurance tab

Each block addresses the Employer and Employee info for Gross Wage Cap and Gross Wage Rate. (Gross Wage Cap is the company cap; ie \$80,000 company cap covering all employees, not \$80,000 cap per employee.)

- State Disability Insurance block
- State Work Force Development block
- State Family Leave Insurance block
- State Unemployment Insurance is Set up on the FICA FUTA SUI tab.



Insurances block – Highlight existing insurance and click the **[Edit Insurance]** button or click the **[Add Insurance]** button to add new insurance. In the Insurance Setup window input Insurance Name, Description W2 Box Number, and W2 Box code. Mark the checkbox if this is a QIP (Qualified Insurance Plan). (QIP insurance will be deducted before taxable income and withholdings calculations.)



For Technical or Software Support, please contact:

1.800.227.8187 or email dmssupport@dominiondms.com

COMPANY INFORMATION

Department/ Position tab – Use to set up the accounts associated with each department and position used during payroll.

NOTE: These are not the same as Positions setup in the Accounting > Maintenance > Employee record.

Departments block - Highlight a department to edit and click the **[Edit Department]** button or click the **[Add Department]** button to add a new department. Select a company from the dropdown. Input the department **Name** and **description**. Mark the **Active** button. Click **[Save]**.

Positions block - (Highlight a position to edit and click the **[Edit Position]** button or click the **[Add Position]** button to add a new position. Select a company from the dropdown. Input the position **Name** and **description**. Mark the **Active** button. Click **[Save]**.

NOTE: The SOC Code is specific to IN dealers only.

- Click **[Save]** in the Action Ribbon

ACA Setup tab – This information is reported to the employee on Form 1095-B. It can be entered here in Company Information and added to all employee records at once. The information may then be edited for individual employees, if necessary.

Form 1095-B Information	Form 1094-C Parts I, II and III	Form 1094-C Part IV
-------------------------	---------------------------------	---------------------

- Form 1095-B Information
- Form 1094-C Parts I, II, and III
- Form 1094-C Part IV

Update Employee Records

- Clicking the **[Update Employee Records]** button will update all payroll employee records with the 1095-B. information entered.

For Technical or Software Support, please contact:

1.800.227.8187 or email dmssupport@dominiondms.com