Temps Plus Help

# SSA Magnetic Media

By Bridgeware Systems, Inc.

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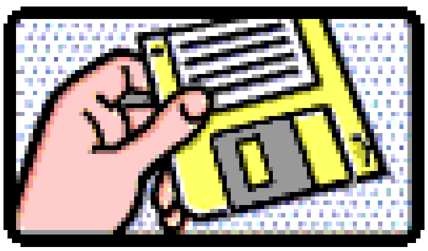
# Contents


## Temps Plus Help for SSA Magnetic Media 2

Overview ... 2
Help via Tooltips ... 2
Where to  install the SSA program ... 2
Setting the Company Code ... 3
Filling In The Employee Wage Information Worksheet ... 4
 Viewing Basic Wage Information ... 4
 Specifying Special Amounts ... 4
  Using Annual Deduction Amounts ... 4
  Using A Field From The Employee Information File ... 4
  Using An Area From The Payroll Master File ... 4
 Specifying Special Indicators ... 5
Filling In The Employer Record ... 6
Filling In The Submitter Record ... 7
Selecting The File To Write To ... 7
Including Multiple Company Codes in 1 File using “Queue” ... 8
Reporting State Data Using RS Records ... 8
 Using The State Reporting With All Employees In 1 State ... 8
  Using State Reporting With Multiple States ... 8
Company Totals ... 10
 Error Log ... 10
FileInfo Menu Commands ... 11
 Browse Company Codes ... 11
 View Wage Information ... 11
 Exit ... 11
Configure Menu Commands ... 12
 Submitter Record ... 12
 Employer Record ... 12
 Employee Wage Information ... 12
 Rates and Maximums ... 12

# Temps Plus Help for SSA Magnetic Media

## Overview



Version 2.2.02

The SSA program is for magnetic media reporting of Temps Plus and CYMA payroll data to the Social Security Administration. It is compatible with all versions of Temps Plus and CYMA Payroll. The program will automatically detect the version of payroll in use.

## Help via Tooltips

In most areas of the forms used for data entry in this program, help is available by simply moving your mouse and letting the mouse cursor hover over the area of the form where you need help. After a moment a “tool tip” will pop up explaining more about the field.

## Where to  install the SSA program

You can place the SSA.EXE program wherever you want as long as you run it once from where you place it. The preferred place would be in the program directory with the rest of the Temps Plus programs – because SSA can then be updated by the auto-update feature of Temps Plus. The program automatically updates where it was last run from in the registry.

When running "Process, Payroll, End of Quarter Payroll Tasks" (and choosing SSA Magnetic Media), if no registry entry is found, the quarterly program will look first to the program directory that it is running from. If it does not find it there, it will check the base flat file path.

# Setting the Company Code

Type in the 3 character Company Code for the payroll you want to process. An error message will be displayed if the program does not find a PRPASS file in the current directory for the company code you specify. By pressing [F7] you can browse your files and select the appropriate file from the Windows file explorer. You can also access this feature by choosing "Browse Company Codes" from the FileInfo Menu.

# Filling In The Employee Wage Information Worksheet

When a valid company code has been selected, the company name for that code will appear in the form title bar and a form will be presented which will guide you through entering key information needed to provide accurate information about your payroll to the SSA. Once you have completed the information it is saved for future reference. You can review and modify the information you entered at any time by choosing “Configure>>Employee Wage Information” from the menu.

## Viewing Basic Wage Information

Press [F5] to view and/or change information about how wages are classified for the selected company. You can also access Wage Information from the FileInfo Menu.
You can view and/or change all the company deductions and verify which deductions will be included in Social Security/Medicare Taxable Wages, Gross Wages and State Wages.
Changes made here do not affect the master databases of the selected payroll company code. If you see a deduction that should be included (or should not be included) in a given category you can double click on the incorrect entry and it will be moved to the other window. Again, this change is temporary; it does not change the master file.

## Specifying Special Amounts

Because some of the information requested by the Social Security Administration is not maintained as a standard in the Temps Plus or CYMA payroll systems, the program gives you the ability to specify non-standard areas from which to extract the information.

### Using Annual Deduction Amounts

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Syntax: [l]

where [l]= one or more deduction letters

For example, if you have two 401k deductions, A and B, you would simply enter ‘AB’ in the 401k box.

### *Using A Field From The Employee Information File*

------------------------------------------------
Syntax: E[##]

where [##]= the field number in the file

In PAS Payroll you could use a field from the custom employee information file. For example 'E12' would tell the W2 program to extract the information from field 12 of the custom information files (fields are counted left to right, top to bottom the same way your cursor moves through the screen when you are entering data).

### *Using An Area From The Payroll Master File*

------------------------------------------
Syntax: M[sss]:[ll]

where [sss]= the starting position in the master file and [ll]= the length

For example "Employer Cost of Group Term Life" is not maintained by the payroll systems. You could use any unneeded area of the employees master record to store this information or make a back up copy of the payroll files and use an area like pay rate to store this information. Then refer to the file structure appendix in your CYMA manual to determine the location in each record where the information is stored (for example in PAS 2.X Payroll the pay rate is stored starting at location 181 and has a length of 12). To tell the program how to get the information you would type 'M181:12'.

## Specifying Special Indicators

An indicator is set to a ‘1’ if applicable to a given employee or it is set to ‘0’ if not applicable.

One method of setting an indicator is to specify a deduction letter (or multiple deduction letters). Perhaps every employee who should have the Retirement Plan Indicator set has a deduction letter G or a deduction letter R assigned to them and anyone who should not have a the indicator set would not have either of these deductions. You can enter 'GR’ in the Retirement Plan Indicator box and the program will check each record to see if the employee has been set up for either of these deductions. If they have then the indicator will be set to ‘1’; if not, the indicator will be set to ‘0’. It does not matter if there is an YTD amount for this deduction. The indicator is set based on whether or not the deduction has been assigned.

You can also simply enter a constant ‘1’ to be used as the indicator. For example, if you know that the Retirement Plan Indicator should be set for all employees in a given company you could simply enter a ‘1’ in the Retirement Plan Indicator box.

Lastly, as with Specifying Special Amounts you can use an area of the master file or a custom field to store indicators. Perhaps you do not use the Location field in the employee record. You could use this area to store up to 4 indicators ("Location" is a 4 character field). In PAS payroll the location field is stored at position 143 of the master file record. So your response to an indicator question could be 'M143:1' for the 1st indicator, or, 'M143:2' for the 2nd, etc. As the SSA program processes each employee record it would check the specified location for the character ‘1’. If not found it would set the indicator for that position to ‘0’ or not applicable. The same method is employed if you tell the SSA program that the indicator is in a field from the custom information files.

# Filling In The Employer Record

For each company code processed, an Employer Record (MMRef record type "RE") must be prepared. This is basic information about the name, address and federal employer identification number of the data set being processed. You can set this information by choosing "Configure>>Employer Record" from the menu. Once you have set up the employer record, the data is saved for future reference.

If you have multiple branches in separate company codes you can copy the Employer Record from a different branch by pressing the [Copy] command Button. In such a case, you may also want to store the branch's company code in the 'Establishment Number' field of the Employer Record. It's the 2nd field down on page 2.

If you attempt to begin processing without completing the Employer Record, the program will automatically display the data entry form.

# Filling In The Submitter Record

Each file submitted to the SSA must contain an opening record that details information about the company and person submitting the file (MMRef record type “RA”). A single submitter can submit data for any number of company codes, in the same file, even if the companies have different federal identification numbers. You can view or modify the Submitter Record at any time by choosing “Configure>>Submitter Record” from the menu. Once you have set up the Submitter record, the data is saved for future reference.

There are 3 pages of information for the Submitter record. The 1st page details the name and address for mailing the SSA’s MMREF annual filing instructions. The 2nd page is virtually identical to the 1st but is used for information about where to send notices of unprocessable data. The 3rd page further details the contact person and contact; other contact information (like preferred method of contact) should the SSA have problems processing your data. It also contains some miscellaneous information that may be important to you, now or in the future -- like the Resub Indicator for resubmitting data.

The 3rd page also holds the PIN number that the SSA gives you to authorize your submissions. For security reasons, you may not want the SSA program to permanently store this number in its configuration files. If you are concerned, simply enter the PIN in the submitter record and when you are finished processing files, go back to the submitter record and clear the PIN number. All other submitter information will be saved but the PIN number will have to be re-entered before any new files can be sent.

If you attempt to begin processing without completing the Submitter Record, the program will automatically display the data entry form.

# Selecting The File To Write To

By default, the SSA program will write its output to your A: drive in a file named W2REPORT (the only name allowed by the SSA when submitting your information on diskette.) If you are submitting your information via the SSA’s Online Wage Reporting System (OWRS), or if you plan to ‘zip’ your data using PKZIP or WinZip you can specify a different drive and filename. You can browse the files and folders on your system to select a place for saving your report by pressing the […] button that appears at the end of the ‘Write Report To:’ text box.

If you are writing your report to the A or B drive the program will erase any files that exist in the root directory of the drive. If the program detects files that need to be erased you will be prompted with a warning and given the opportunity to abort the operation. If you are writing to any other drive, the system will not erase additional files but it will overwrite, if necessary, whatever file you have specified that you are writing to.

When a disk becomes full, the program will pause and prompt you to remove and label the specified disk and/or file. It will then continue with the current report using the same file name as before. This is in compliance with the SSA’s procedure for processing continuation diskettes,

If you are writing your report to a fixed disk, the program will not attempt to limit the size of the file created. So if you plan to submit on diskette and do not plan to zip your data, you may have to write your report directly to diskette if the file created on the fixed disk is too large.

# Including Multiple Company Codes in 1 File using "Queue"

You can submit multiple company codes in the same file, using a single Submitter Record. To do this, enter a company code and configure the information specific to that company, but instead of pressing "Begin" press "Queue". This will add the company code to a queue and you can then enter the next company code to include. When all company codes have been set, press "Begin" and the single file will be created.

If you enter a company code that has already been queued it will be removed from the queue. You can also double click on a company code listed in the queue to remove it from the queue. To completely clear the queue, you can press the "Clear Queue" button.

If you are reporting state data using the RS records, the state data entered at the time the "Begin" button is pressed applies to all queued companies. The queue DOES NOT record the state data at the time a company is queued.

# Reporting State Data Using RS Records

This program supports the reporting of State Wages, State Tax Withholding and Local Tax using the federal RS format for states that accept this format. NOT ALL STATES WILL ACCEPT RS RECORDS!!!

## Using The State Reporting With All Employees In 1 State

Activate state reporting by checking the 'Include State' check box Checking this box "activates" the rest of the fields for state reporting.

Pick the state you are reporting to from the list box.

Make sure you enter your State ID in accordance with the requirements of the state. This number is a 5 to 20-character alphanumeric account number assigned to your company by the state.

Leave the Range of Taxing Jurisdictions* blank if all of your employees had withholdings for the same state.

You can then enter the information about local taxes or leave it blank to ignore the local tax option. Answering the Local Taxes question is identical to Specifying Special Amounts. Please see that section for more information.

Only one type of local tax is supported for one locality. If you have multiple types of local taxes or have multiple localities this program will not suffice for reporting local taxes. Contact BridgeWare for possible options.

When the program finishes processing your information make a copy of the diskette(s) and label one set for the Social Security Administration and the other set for submittal to your State (refer to labeling instructions provided by the agencies involved).

### *Using State Reporting With Multiple States*

Reporting for multiple states (or 1 state but not all employees) requires running multiple passes of the SSA program. On the first pass, leave the 'Include State' checkbox unchecked. Use this data set for the Social Security Administration. Then run a pass for each state you want to submit to. Proceed as instructed in the 1 State Option except enter a Range of Taxing Jurisdictions* which limits the employees reported to just the state involved. Label each state data set accordingly and of course don't make a copy of them for the SSA (the first pass made the SSA copy).

*“Taxing Jurisdiction is not used in early versions of GBS payroll. If the system detects an early version the prompt is changed to Range of Locations. You can also control the range field to use manually by creating a special file called "W2SELECT.???" where ??? represents a given company code. Such a file would contain 3 fields: the starting position in the master file, the length of the field, and the description of the range. For example, say you wanted to use the "Race Code" field for controlling the range of employees to include. Referring to the data structure appendix in the CYMA Payroll manual we find that Race Code starts at position 147 and has a length of 2. Your file should look like this:

147,2,"Range of Race Codes"

You can create the file with a dos editor like EDLIN or EDIT. (The file belongs in the directory where PRPASS.??? is located)

# Company Totals

When you have successfully completed processing your report the totals for the run will be displayed in a text box. You can simply view this text and compare it with your payroll totals to insure consistency or you can print the totals to your printer or to file.

The totals log is written to a file named YYYY-???.SSA where ??? is the selected company code and YYYY is the year of the report.

You can toggle between viewing the totals and viewing the error log by pressing F8.

If you used the Queue feature to process a number of company codes in a single SSA file, the grand totals of all company codes will appear first in the display, followed by the totals for each of the company codes processed.

## Error Log

When you have successfully completed processing your report the totals for the run will be displayed in a text box. You can view any errors encountered during the run by pressing F8 at this window. Three types of errors are checked by the SSA program:

1) An obviously incorrect social security number
2) Social Security withholdings without Social Security wages/tips
3) Medicare withholdings without Medicare wages.
4) Social Security wages/tips without SS tax.
5) Medicare wages without Medicare tax.
6) No city in employee's address
7) Invalid zip code (not empty and not 5 numbers)
8) Invalid state abbreviation

The error log shows the record number in the wage report and, in the case of social security number and address errors, it shows the record number of the master file data. The record numbers are given in case you want to edit the data in the file without reprocessing everything.

You can toggle between viewing the totals and viewing the error log by pressing F8.

# FileInfo Menu Commands

Press ALT-F to display the FileInfo Menu. From this menu you can choose:

## Browse Company Codes

This displays a file and directory dialog window that allows you to browse the drives and directories on your system to locate payroll company codes. This is the only way you can change directories while running the SSA program. If a PRPASS file is not located in the default directory you must either browse or quit the program and restart it from a directory that has PRPASS files for the companies you want to process. [F7] is a quick key to take you directly to the browse dialog bypassing the FileInfo Menu.

## View Wage Information

This option is only active if you have already entered a valid company code. The quick key for this option is [F5]. See _Viewing Wage Information_ for more information on this option.

## Exit

This option allows you to exit the SSA program. The quick keys for this option are ALT-X, ALT-F4 or CTRL-X.

# Configure Menu Commands

Press ALT-O to display the Configure Menu. From this menu you can choose:

## Submitter Record
This displays the Submitter Record data entry wizard.

## Employer Record
This displays the Employer Record data entry wizard.

## Employee Wage Information
This displays the Employee Wage Information data entry wizard.

## Rates and Maximums
This allows you to set the year of the report you want to create. It also allows you to specify the Social Security tax rate and wage limit and the Medicare tax rate in effect for the specified year. If you have a company selected and you change the year to a year in which the system finds totals for the selected company, the program will allow you to view the totals. You can also get to this form by pressing F9.