DSD Business Systems

Sage 100 Enhancements

Q098

Union Payroll
PR-1098

Version 6.20

Information in this document is subject to change without notice.

Union Payroll User's Manual
Version 6.20

29 April, 2020

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Section A: Introduction

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 name:

http://www.dsdinc.com/enh/pages/Q098.htm

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 remotely or by some other to 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.

Section B: Getting Started

CAUTION

•**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**	2.xx
J/C	**Y**	6.20

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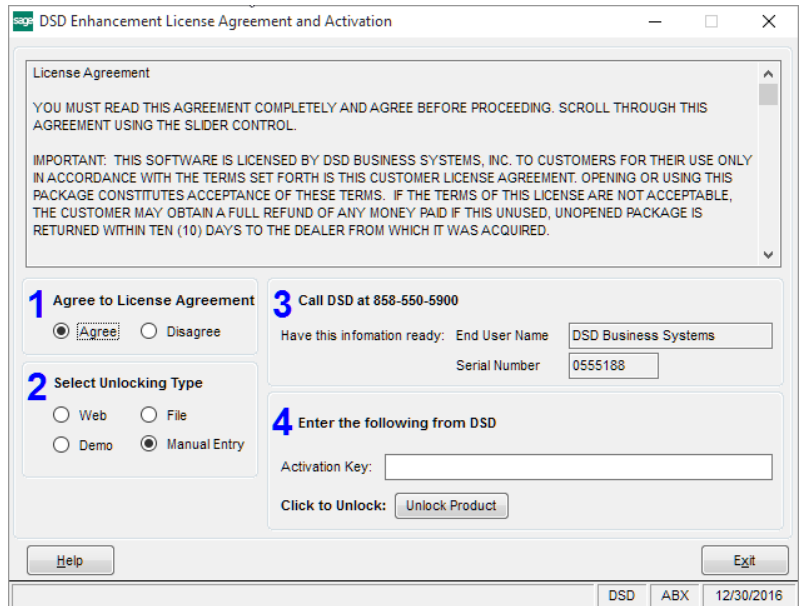
Manual Entry Unlock: If you want to unlock a single enhancement using a single encrypted key, you can select this option and enter the 64 character key you receive from DSD by copy and paste.

*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.*

7. **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.*
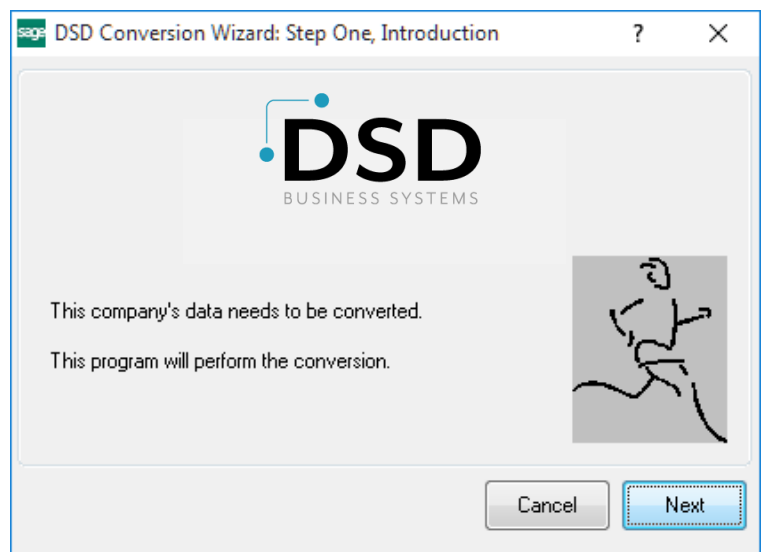
DSD Enhancement Control Panel

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.*)

	Company	Company Name	Activated	Converted	Convert	
1	ABC	ABC Distribution and Service Corp.	☑	☑	☐	
2	ABX	American Business Expressions	☑	☑	☐	
3	XYZ	XYZ Manufacturing Company	☑	☑	☐	

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.

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.

Note: Tab 2 (Report Setup I) and Tab 3 (Report Setup II) have been removed from v6.00 as these options are no longer needed.

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 earning 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 and which rates to apply.

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.

Labor/Benefit Maintenance

From this screen within Union Code Maintenance, you will build the benefit packages that apply to specific Union Code/Labor Code combinations. 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.
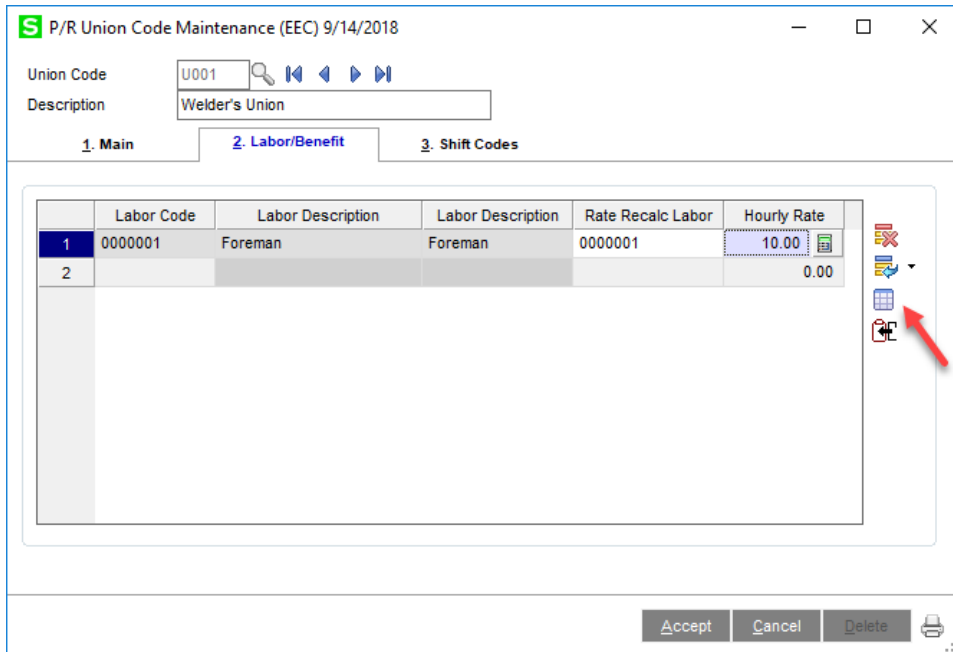
Now you will set up which Union Benefits are active. Select the Benefits button to the right of the gird. Enter the Union Benefit Code you wish to activate for this Union and its rate and/or percentage.
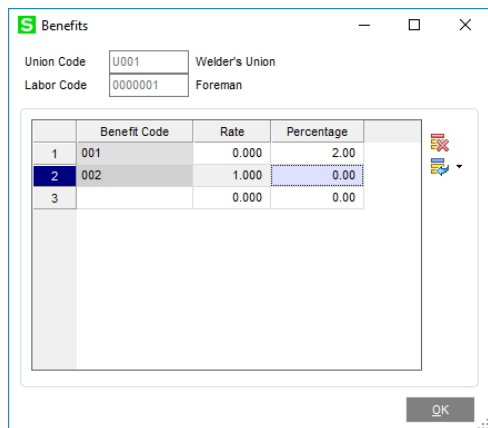
A copy function is available that enables you to create Labor Code entries for a given Union Code. Click the 'Copy' button and you will be prompted to enter a range of Labor Codes. The program will then create Labor Code records for the active Union Code. Individual Labor Code entries may then be recalled and edited or deleted as necessary.

Shift Codes

The third tab is for the setup of Shift Codes. Enter the Multiplier, Percentage and Divisor to be used. This is only available if "Allow Shift Entry" is enabled in PR-1098 Setup Options.

Employee Maintenance

A new field has been added to Payroll Employee Maintenance in the Pay Defaults 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, Pay defaults tab. A lookup for 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.
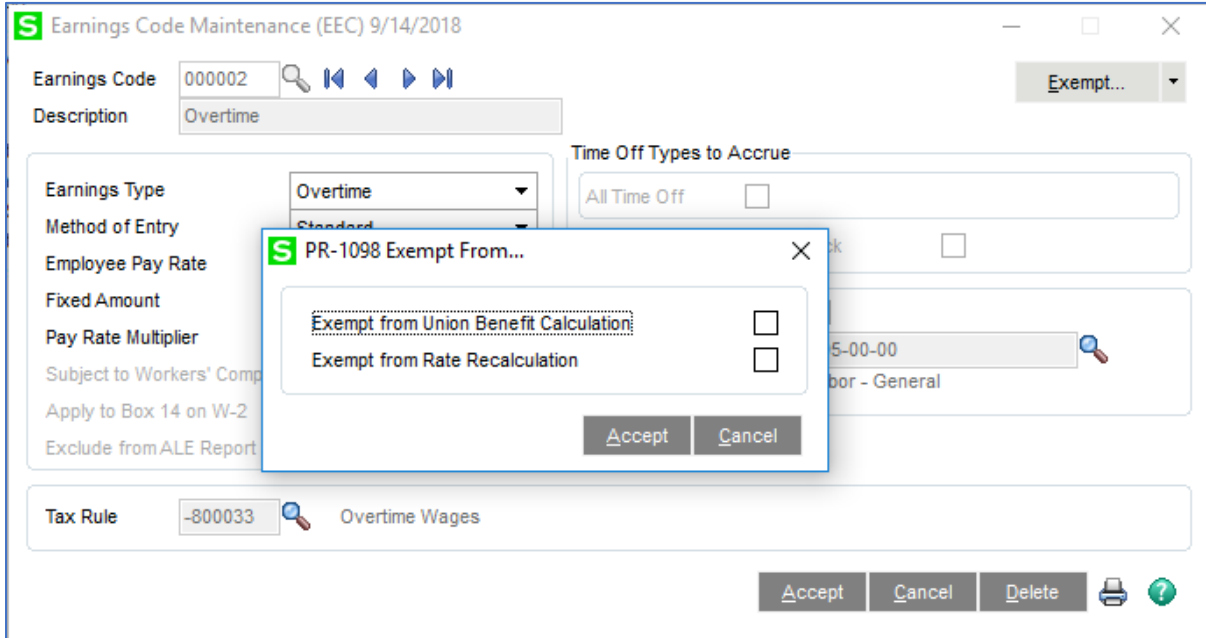
Payroll Data Entry/Benefit Processing

For Payroll Data Entry with 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.
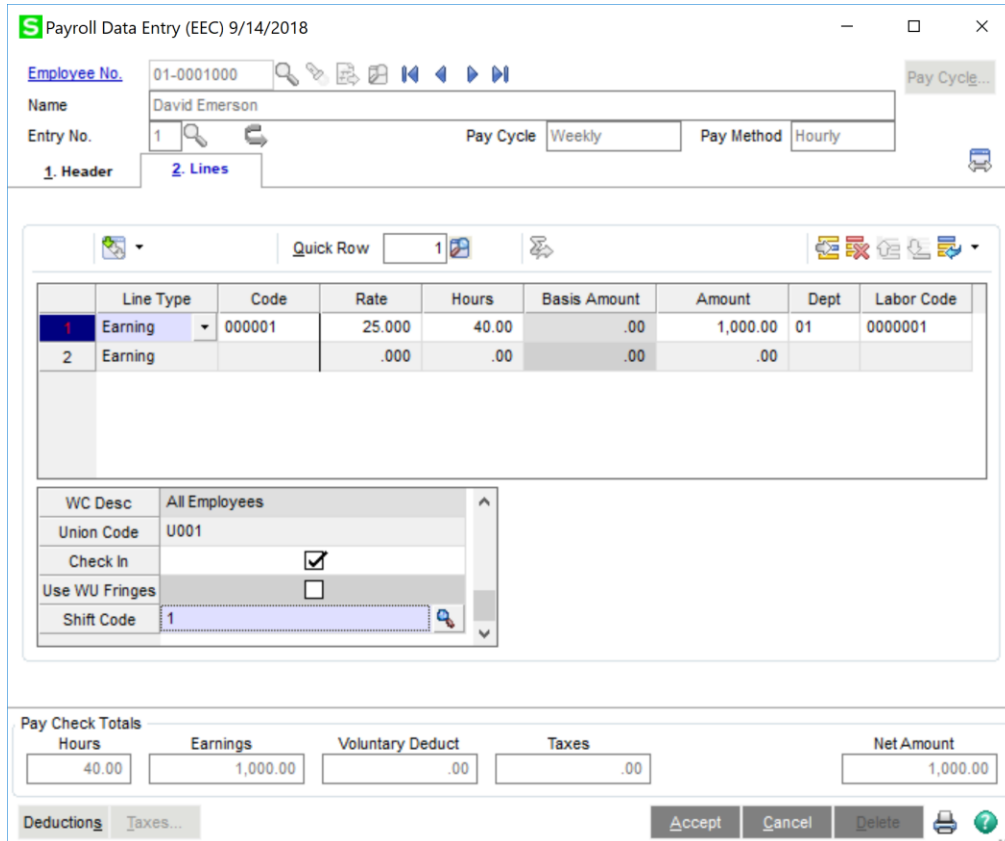

Four new fields have been added to Payroll Data Entry Lines: Union Code, a 'Check In' flag, and a 'Use Worked Union Fringes' flag and a Shift Code. In v2018 (6.00), the Date Worked is now a standard Sage 100 field. During the entry of a new line, the Union Code will default from the Union Code in the 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.

Tax Calculation
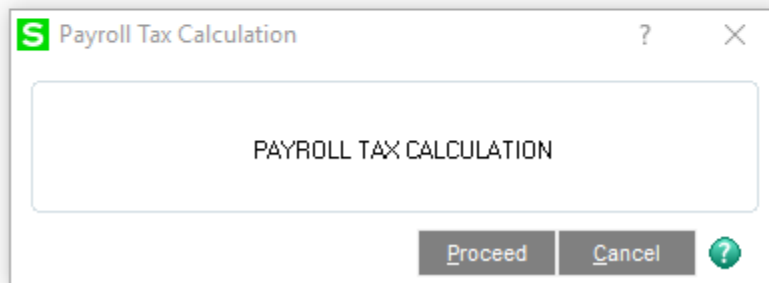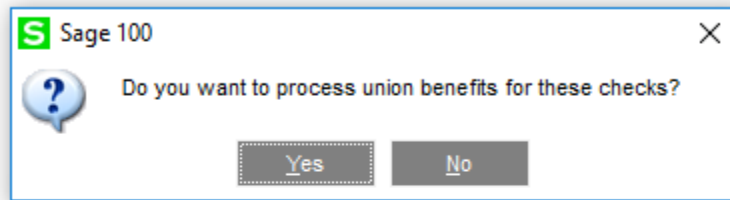
Union benefits will be processed when running Payroll Tax Calculation. The calculation of the benefits occurs immediately before the tax calculation process.

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.

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.

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 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.

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'ringe will be included under the Deductions and Fringes Column. All other Earnings Types will be excluded.

E. Certified Payroll Worksheet / History Worksheet

This report is now a standard Sage payroll report. The enhancement also adds an additional Certified History Payroll Worksheet to run the same information from Payroll History. The following conditions must be met in order to run the reports:

- The Payroll module is integrated with Job Cost.

- The Enable Time Track for TimeCard check box is selected in Payroll Options.

- In Time Track Options, either No or By Date is selected in the Consolidate Time Entries in Payroll field.

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)

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.

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.

Job Maintenance

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

Two new fields are added to Job Maintenance : Union Code and 'Use Home Union?'. 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. All jobs will be considered certified jobs unless the 'Exclude from Certified Payroll Report' field is set to 'Y'.

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:

		Home	*Worked*			
		LO.481	LO.166			
Rate		21.58	20.50			
NEBF	3%	0.65	0.62			
APPR	Clock Hour		0.25		*Home*	*Worked*
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%	1.73	2.00			
Total Package		29.01	29.57			

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

$$29.01$$
$$\underline{-3.76}$$
$$25.25$$

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

$$25.25$$
$$\underline{21.58}$$
$$1.17$$

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

$$29.57$$
$$\underline{-3.76}$$
$$25.81$$

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

$$25.81$$
$$\underline{1.17}$$
$$22.06$$

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.
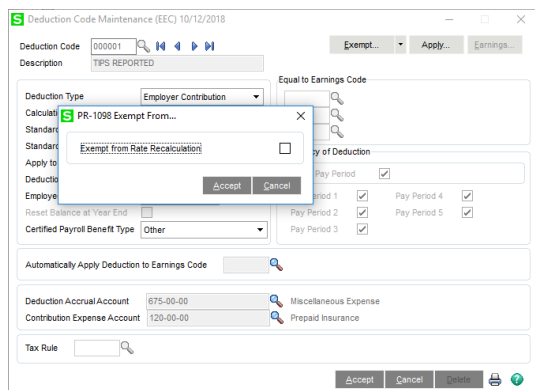
Section E: Uninstall DSD Enhancements

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.
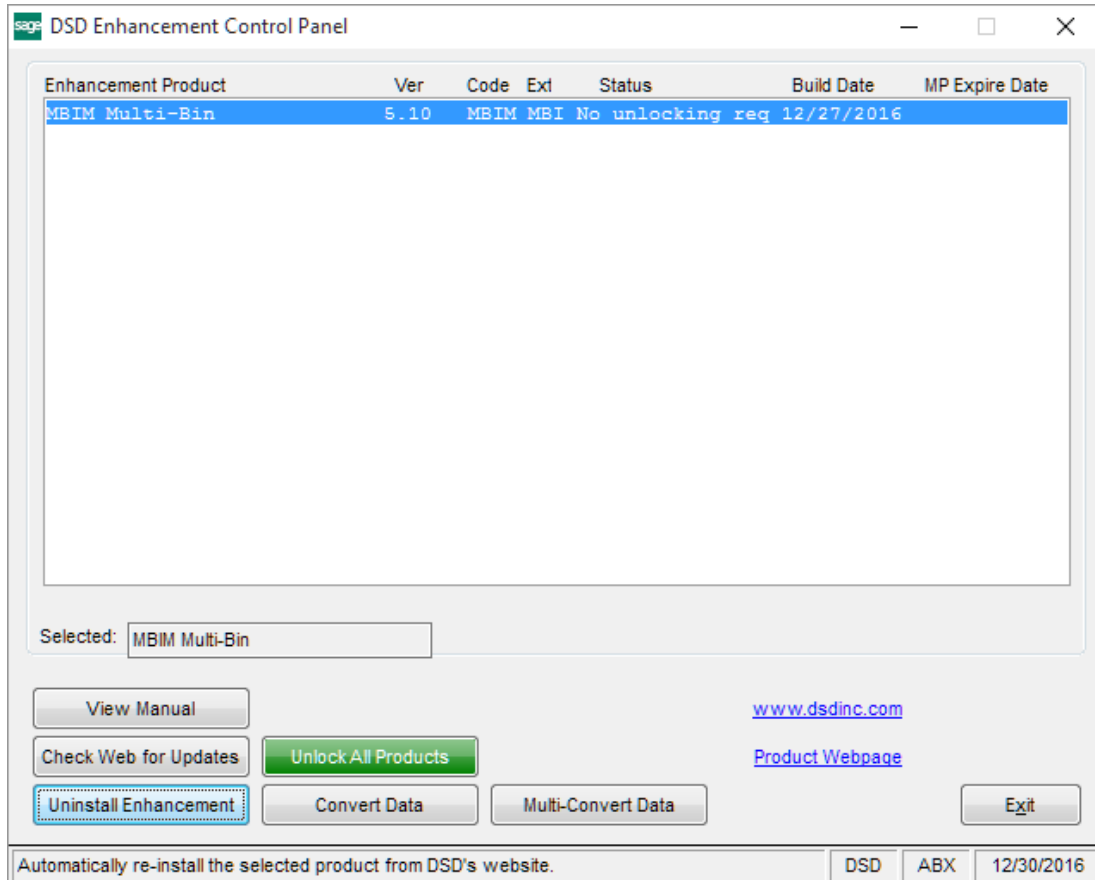

When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:
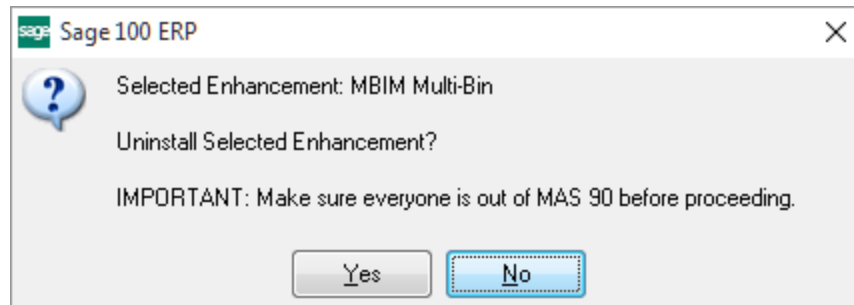
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.
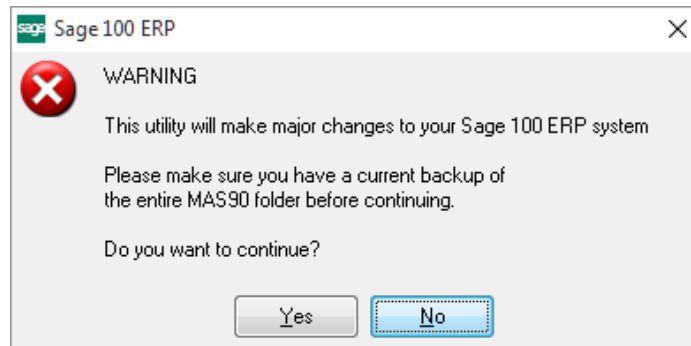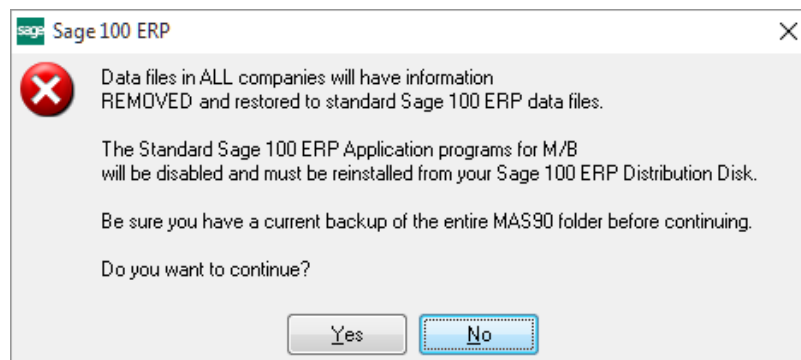

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.
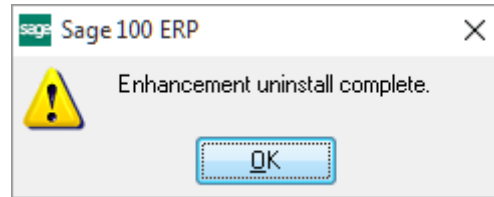
Now that the Uninstall process is completed, you must:

- 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).