

# client services update



December 2007

## Tip of the Month

Questions you might come across when running your year-end and/or January payroll

### EARN/DEDN Maintenance

During your first payroll run of the year, all unused earning and deduction codes are changed to a status R in the EARN/DEDN screen. This means that these codes will be removed after the next database.

All limits on active earning and deduction codes are reset to zero if the maximum limit is reached. All yearly limits will have to be re-entered.

If the maximum limit isn't reached, all limits on active earning and deduction codes are set to the balance. For example, if a deduction code had a limit of \$500 and the actual amount for the year was \$400, the new limit will be set to \$100. Make sure that yearly limits are reverted back to their original amounts.

### W2s

All dealers should have PFW release R6V05 loaded prior to running W2s—please contact Client Services if you have not already loaded the current release. You must also have PPU #262 loaded before running W2s because of a form change.

For any American dealers that use the cafeteria plan: When running W2s, the system will ask you for special deduction codes that are FICA-exempt. Don't include cafeteria plan deductions (even though they are FICA-exempt), or these negative earnings won't be included in the taxable earnings box.

### Check Run

On your first check run of the new year, a screen (Fig. 1) will ask you if it is the first check run of the year for one or more of the employees selected in the run. Some people will see this message three or four times in January. This message can occur after the first check run of the year if the check run is using a different pay type for the first time, or if an employee who wasn't hit on the first check run of the year is being affected on the new check run. If either of these situations apply, then you can press <F1> to continue; if there is still a problem, contact PFW Client Services for further support.

Fig. 1

#### \$ZPERO181 Check Run Date Error

Is this the first check run of the calendar year for one or more of the employees selected for this run?

The following employee: Company/Division/Employee# – 01/01/00004

Was last paid on: 12312007

Choose the correct option:

- 1) If this IS the first check run of the calendar year, press <F1> to continue the run.
- 2) If this IS NOT the first check run of the calendar year, contact PFW System Support at (519) 474-3700.

### ! Attention Canadian Payroll Users

Before your first check run for 2008, you will need to apply the 2008 tax changes. The 2008 Canadian payroll rates will be available as a PPU and can be requested from PFW Support. The PPU must be requested after your last payroll check run of 2007 and before your first payroll check run of 2008.

### ! Attention U.S. Payroll Users

Before your first check run for 2008, you will need to update your FICA, MEDICARE and USFED tables. You will still be able to perform check runs in January if the new tables aren't loaded—you have a one-month grace period—but you will not be able to complete your first check run in February until the 2008 tables are loaded.

For further assistance, please contact Client Services at (519) 474-3700.

NOTE: If your state tax rate has changed, you must also update these values in the USSTATE table. These values should be confirmed with your local tax office.



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