

End of Year

More to come... on ORIGIN Payroll and 1099 EOY Procedures.

Pre-quisitie: 16.1 Patch Date after 11/1/16

Processes:

First, Validate Earnings Code is setup correctly

Payroll -> Setup -> Earnings Code Setup

premm Earnings Maintenance

File Records User Manual

Earnings Code: ? BON

Description: Bonus

Check Literal: BONUS

Rate Factor: .0000

Premium Rate: 0.0000

Premium Rate Used As: ☐ Fixed Rate ☒ Additional

Vary by Profit Center: ☐

Use Hours in VSP Accruals: ☐

Tax calculation: ☒ Tax as Normal ☐ Tax as Supplemental

Expense Account: ? 60100 0 WAGES

Workers Comp Code: ? 000000

Exclude from Taxes:

- ☐ Social Security
- ☐ Medicare
- ☐ FWT
- ☐ SWT
- ☐ FUI
- ☐ SUI
- ☐ City
- ☐ County
- ☐ School District
- ☐ WCC
- ☐ Exclude from Pensions

Earnings Class:

- ☐ Regular
- ☐ Overtime
- ☐ Special
- ☐ Vacation
- ☐ Personal
- ☐ Sick
- ☐ Holiday
- ☒ Bonus
- ☐ Miscellaneous
- ☐ Memo Earnings

Updt by 00/00/00

If you are Taxing as Supplemental, make sure that Tax is Setup

Payroll -> Setup -> Taxes Maintenance

prtaxm Taxes Maintenance 83

File Records Tax Table User Manual

Tax Year ? 2014

Tax Type FWT

Tax Code FEDS

Local Tax Authority No. 0

Description FEDERAL WITH SINGLE

Check Literal FEDERAL S

Exemption per Allowance 3700.00

Additional Allowance .00

Tax Paid by: Employee

Tax Credit ☐

Balance Sheet Account ? 21000 0

Expense Account ? 0 0

Create Payable ☒

Vendor ? 0000000941 941 INTERNAL REVENUE SERV

State Standard Deduction Percent: .00 Minimum: .00 Maximum: .00

State FWT Deduction: ☐ Deduct FWT Maximum: .00

Round State Withholding ☐

Maximum Taxable Wage 9999999.00

Minimum Taxable Wage .00

Maximum Withholding 9999999.00

Supplemental Percent 25.0000

Minimum Supp Medicare Wage .00

FED P/R TAXES W/H & ACCRD

Updt by DIANER 01/22/15

Supplemental Tax Rate for 2015

https://www.irs.gov/publications/p15/ar02.html#en_US_2015_publink1000202352

Supplemental wages identified separately from regular wages. If you pay supplemental wages separately (or combine them in a single payment and specify the amount of each), the federal income tax withholding method depends partly on whether you withhold income tax from your employee's regular wages.

1. If you withheld income tax from an employee's regular wages in the current or immediately preceding calendar year, you can use one of the following methods for the supplemental wages.

- a. Withhold a flat 25% (no other percentage allowed).

Payroll -> Pay Period Menu -> Current Period Indicators Maintenance

Set Check Date

prctlf Current Period Indicators Maintenance

File Records User Manual

Check Date ? 12312015

Wages Paid in Quarter No. 4

Pay Period Start Date ? 12312015

Pay Period End Date ? 12312015

Programs Processed:

- ☐ Individual Checks
- ☐ Void Checks
- ☐ Generate Standard Entries
- ☐ Maintenance List
- ☐ Pay Period Data Entry
- ☐ Payroll Calculation
- ☐ Print Paychecks
- ☐ Print Direct Deposit Remittances
- ☐ Check Register
- ☐ Direct Deposit Registers
- ☐ VSP Summary
- ☐ Deductions Summary
- ☐ Tax Summary
- ☐ Update A/P Checkbook and History
- ☐ General Ledger Distribution
- ☐ General Ledger Update
- ☐ Employee Ledgers Update
- ☐ Clear Transactions and Indicators

Payroll -> Individual Check Processing

Print Check by - Computer if you want to print a Check or ACH advice. If you are hand writing checks, Select Printed by Hand.

If you wish to Direct Deposit the bonus, check the Box Use Employee's Direct Deposit.

Bonus amount may be based on an hourly rate or a flat amount.

prctlf Individual Check Processing

File Records Delete Line <F6> Toggle Employee Scan <F4> User Manual

Employee ID ? 0000000105 Jack Frost

Check Date ? 12312015

Period Ending Date ? 12312015

Print Check by:

☒ Computer ☐ Hand ☐ 3rd Party Sickpay

Use Employee's Direct Deposit ☒

Check Number

Gross Pay 500.00

Deductions 0.00

Taxes 54.00

Net Pay 446.00

Earnings	Description	Dept.	WCC	Reg.Hours	Rate	Amount
<?>	<?>	<?>	<?>	<F2>=Default		
BON	Bonus	DTT	DR FT		.0000	500.00

Enter Amount to be Paid

Validate information on Deduction Tab

System will zero out Deductions - you may adjust if needed.

Earnings	Deductions	Taxes			
Ded <?>	Description	<P,A>	Percentage	Amount	
41K	401K	P	3.00	.00	
HSE	HSA EMPLOYEE CONTR	A	25.00	.00	

Tax Tab should be validated as well. These amounts are also adjustable.

Earnings	Deductions	Taxes			
Tax <?>	Description	Add. Code	Add. Tax	Amount	
1FICAC	Social Security Tax			31.00	
2MED	Medicare Tax			7.25	
2MEDC	Medicare Tax			7.25	
3FUI	Fed. Unemployment			3.00	
4PASUI	PA UNEMPLOYMENT TAX			.23	
4PAUC	PA UC FUND			.40	
5EIC1	FED WITHHOLDING SING	A	.00	.00	
6PAS	PA STATE WITHHOLDING	A	.00	15.35	

- Enter All Individual Check Earnings Amounts for each Employee in Individual Check Processing
- Go To Pay Period Menu
 - Calculate Wages/Print Calc Reports
 - Print Payroll Checks
 - Complete Payroll Run as Normal
- NOTE: If you are printing actual CHECKS, the the "Write Checks of Type" drop down, select "Individual" or your checks will not print.

prckmp Print Payroll Checks

File Records User Manual

Check Date ? 12312015

Starting Check Number 985641

Starting Direct Deposit Ref. Number 9523

Beginning Department ?

Ending Department ?

Beginning Employee ID ?

Ending Employee ID ?

Write Checks of Type: Individual

Complete Payroll Process

- Enter Bonus Information in the Individual Check Screen
- Process Payroll as Normal for the Current Pay Period
- Calculate Wages/Print Calc Reports
- Print Payroll Checks
- NOTE: If you are printing actual Checks, in the "Write Checks of Type" drop down, select "Both" as this will print Regular and Individual Checks

prckmp Print Payroll Checks

File Records User Manual

Check Date ? 12312015

Starting Check Number 985641

Starting Direct Deposit Ref. Number 9523

Beginning Department ?

Ending Department ?

Beginning Employee ID ?

Ending Employee ID ?

Write Checks of Type: Both

Complete Payroll Process

Payroll -> End of Year -> Copy Tax Masters to New Year

It will come up with the Current Year in the Copy From field and put Next Year in the Copy To Year

prcpty Copy Tax Masters to New Year

File Records User Manual

Copy from Year: 2016

Copy to Year: 2017

Enter through the fields for Save Button to become active

Click the Save Button

NOTE: This will change the Current Year in the Control File. Any Payroll run after this will be in the New Year.

Payroll Setup Control File Maintenance

prctlm Control File Maintenance

File Records User Manual

Current Processing Year 2017

Auto assign employee id? Y

Next employee id 0000000047

Gross Pay Summary Breaks

1	100
2	200
3	500
4	1000
5	3000

User Defined Data

1	#1
2	#2
3	#3
4	#4

Last Pay Date ? 09152016

Use Wage Accruals ☐

Accrual Account Number ? 0 0

Print G/L Summaries Only ☐

Hourly Overtime Cutoff 40

Salaried Overtime Cutoff 40

Round Time Clock to Nearest

☒ Quarter Hour ☐ Tenth ☐ Hundredth

Expense Taxes/Deductions by Profit Center ☒

G/L Wage Detail by Employee ☒

Allow 3rd Party Sickpay Checks ☒

Generate Standard Non-Executive Salary Entries ☒

401k Program prubgl

941s Program



Keep Employee History 10 Years

Password

Individual Taxes can then up updated

taxscreen Tax table maintenance

Save Cancel Exit

Multiply	By	Add To
Amount Over	Percentage	Withholding
2,100	10.0000	
10,600	15.0000	850.00
36,600	25.0000	4,750.00
85,700	28.0000	17,025.00
176,500	33.0000	42,449.00
381,250	35.0000	110,016.50

Calculation Percentage

Employee Info - (Name, Address, Social Security Number)

- Payroll - Employee Menu - Employee Maintenance

prempm: Employee Maintenance

File Records Delete Line <F6> User Manual

Employee ID: 0000000001 JOHN A SMITH Assign New Employee No.

Employee Pay Rates Earnings Taxes Deductions Year-to-Date VSP Awards Personal Notes

Name: First: JOHN M.I.: A Last: SMITH Suffix:

Address 1: 4242 FLAGSTAFF CV

Address 2:

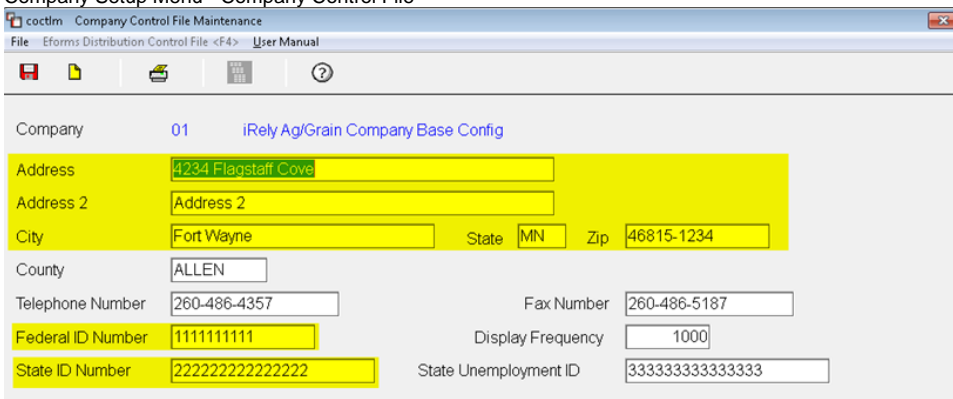
City: FORT WAYNE State: IN Indiana Zip Code: 46815

Tax State: IN Indiana Last Raise Date:

Soc Sec No: 999 99 9999 Sex: Male

Corporation

- Company Setup Menu - Company Control File



Company 01 iRely Ag/Grain Company Base Config

Address 4234 Flagstaff Cove

Address 2

City Fort Wayne State MN Zip 46815-1234

County ALLEN

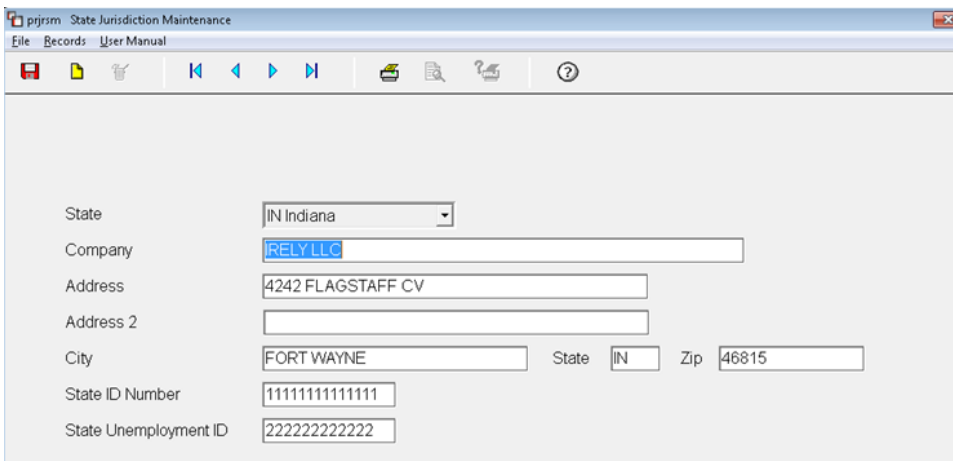
Telephone Number 260-486-4357 Fax Number 260-486-5187

Federal ID Number 111111111 Display Frequency 1000

State ID Number 222222222222 State Unemployment ID 3333333333333333

Multi States (Optional)

- Payroll - Setup Menu - State Jurisdiction



State IN Indiana

Company IRELY, LLC

Address 4242 FLAGSTAFF CV

Address 2

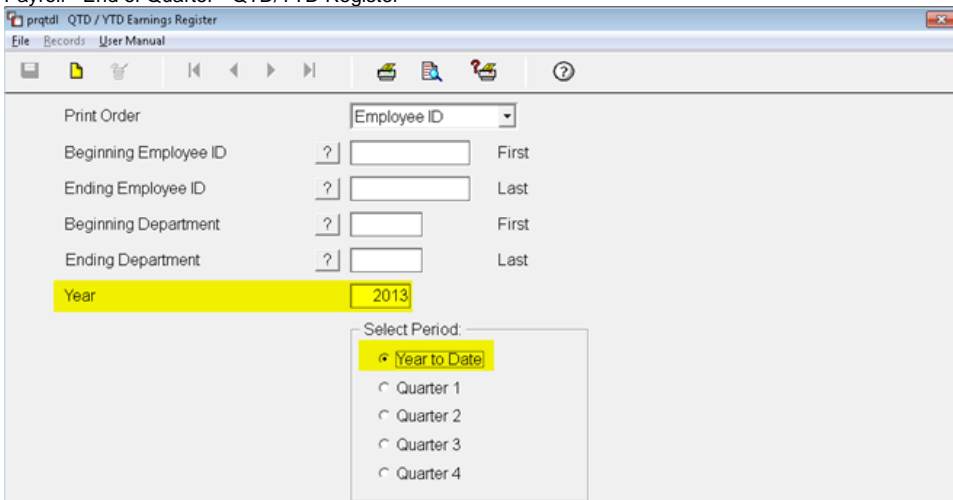
City FORT WAYNE State IN Zip 46815

State ID Number 1111111111111111

State Unemployment ID 222222222222

YTD Pay History

- Payroll - End of Quarter - QTD/YTD Register



Print Order Employee ID

Beginning Employee ID ? First

Ending Employee ID ? Last

Beginning Department ? First

Ending Department ? Last

Year 2013

Select Period:

- Year to Date
- Quarter 1
- Quarter 2
- Quarter 3
- Quarter 4

Purpose -

- Enter additional data to show on W2 that is not part of the base Payroll System
- Common Uses:
 - Insurance above \$50,000
 - Tips
 - Miscellaneous Box 14
- Payroll - End of Year Menu - Supplemental Maintenance

prmemm W-2 Supplemental Fields Maintenance

File Records User Manual

Employee ID ? 0000000001 JOHN A SMITH

Payroll Year 2013

Allocated Tips	.00	User Defined Box 14 Data
Non Qualified plan distribution (not section 457)	.00	
Non Qualified plan distribution (section 457)	.00	
Deferrals under section 409A	.00	
Income under section 409A	.00	Box 14 Text (1) PRETAX DEDUCT
Uncollected Social Security Tax on Tips	.00	Box 14 Amount (1) 750.00
Uncollected Medicare Tax on Tips	.00	Box 14 Text (2)
Tax on excess golden parachute payments	.00	Box 14 Amount (2) .00
Cost of Group Term Insurance above \$50,000	1,200.00	Taxable Sick Pay Deductions
Uncoll SS Tax on Cost of Term Insurance	.00	
Uncoll Medicare Tax on Cost of Term Insurance	.00	
Cost of Employer Sponsored Health Coverage	.00	
NON-TAXABLE Third Party Sick Pay (Box 12 Only)	.00	Federal Tax .00
TAXABLE Third Party Sick Pay (Add to Box 1, 3, 5)	.00	Social Security .00
Add TAXABLE Sick Pay to Box 16	<input type="checkbox"/>	Medicare .00
Statutory Employee	<input type="checkbox"/>	

Purpose -

- To distribute official copies of the W-2 to your employees
 - Due by January 31st to employees
 - Due by February 28, for Paper Filings to Federal Government
 - Due by March 31 for Electronic Filing to Federal Government
- Make sure you have purchased W-2 forms
- Make sure you have a W2 printer setup in iRely to ensure proper print alignment

Payroll Menu - End of Year - Print W-2 Summary report

- This is a plain paper version that can be verified by your accountant prior to printing actual W-2s

prw2fs W-2 Summary Report

File Records User Manual

Beginning Employee ID ? First

Ending Employee ID ? Last

Year 2013

Print Sequence

- ☒ Employee Number
- ☐ Last Name
- ☐ Social Security Number
- ☐ Zip Code

Date 01/02/14		** W-2 Summaries Report **		prv2fs	Page
Time 21:48:25		iRely Ag/Grain Company Base Config		User: SSIAD	
Report Year: 2013					
A Employee's Social Security Number 999-99-9999					
B Employer Identification Number	1 Wages, Tips, Other Compensation	2 Federal Income Tax Withheld			
1111111111	11,000.00	2,404.33			
C Employer's Name, Address, ZIP Code	3 Social Security Wages	4 Social Security Tax Withheld			
iRely Ag/Grain Company Base Config	11,000.00	462.00			
4234 Flagstaff Cove	5 Medicare Wages And Tips	6 Medicare Tax Withheld			
Address 2	11,000.00	159.50			
Fort Wayne MN 46815-1234	7 Social security Tips	8 Allocated Tips			
D Control Number		10 Dependent Care Benefits			
0000001					
E Employee's First Name Last Name	11 Nonqualified Plans	12A Code Amount			
JOHN A SMITH	Stat Ret Sick	C 1200.00			
4242 FLAGSTAFF CV		12b			
FORT WAYNE IN 46815	14 Other	12C			
	PRETAX DEDUCT 750.00	12D			
F Employee's address and ZIP code					

Print multiple pages of W-2s on plain paper and compare alignment to actual forms prior to printing on the forms

Payroll - End of Year Menu - Print W-2 Forms

- Select number per page
 - For 2 per page, you will need to print separate W-2 runs for each Schedule/Packet of forms

prv2fs Print W-2 Forms

File Records User Manual

Year: 2013

Beginning Employee ID: ? [] First

Ending Employee ID: ? [] Last

Print Sequence

- ☒ Employee Number
- ☐ Last Name
- ☐ Social Security Number
- ☐ Zip Code

W-2 Form Type

- ☒ 2 W-2's / Page
- ☐ 4 W-2's / Page (Laser Only)

22222		Void <input type="checkbox"/>	a Employee's social security number		For Official Use Only ▶ OMB No. 1545-0008	
b Employer identification number (EIN)			1 Wages, tips, other compensation		2 Federal income tax withheld	
c Employer's name, address, and ZIP code			3 Social security wages		4 Social security tax withheld	
			5 Medicare wages and tips		6 Medicare tax withheld	
			7 Social security tips		8 Allocated tips	
d Control number			9		10 Dependent care benefits	
e Employee's first name and initial		Last name	Surf.	11 Nonqualified plans		12a See instructions for box 12
f Employee's address and ZIP code			13 <input type="checkbox"/> Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay		12b	
			14 Other		12c	
					12d	
15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Form W-2 Wage and Tax Statement 2014

Department of the Treasury—Internal Revenue Service
For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.
Cat. No. 10134D

Do Not Cut, Fold, or Staple Forms on This Page

Send Electronic File to the IRS and other Government Agencies

- Due by March 31st, required if you have more than 250 employees

Payroll - End of Year Menu - W-2 magnetic Media Creation

Update File Name to send Pathing to your shared pcfiles folder on your server to find your W-2 file quickly

EXAMPLES:

Windows Server

File Name to send:

Unix/Linux Server

File Name to send:

prw2mm W2 Magnetic Media Creation

File Records User Manual

Tax Year

File Name to send:

Company Name

Address

City State Zip Code

Submitter Name

Address

City State Zip Code

Submitter EIN

Contact Name

Contact PIN

Phone No. Ext.

E-Mail Address

Fax No.

Validate your file for errors by downloading AccuWage from the IRS website

- <http://www.ssa.gov/employer/accuwage/index.html>

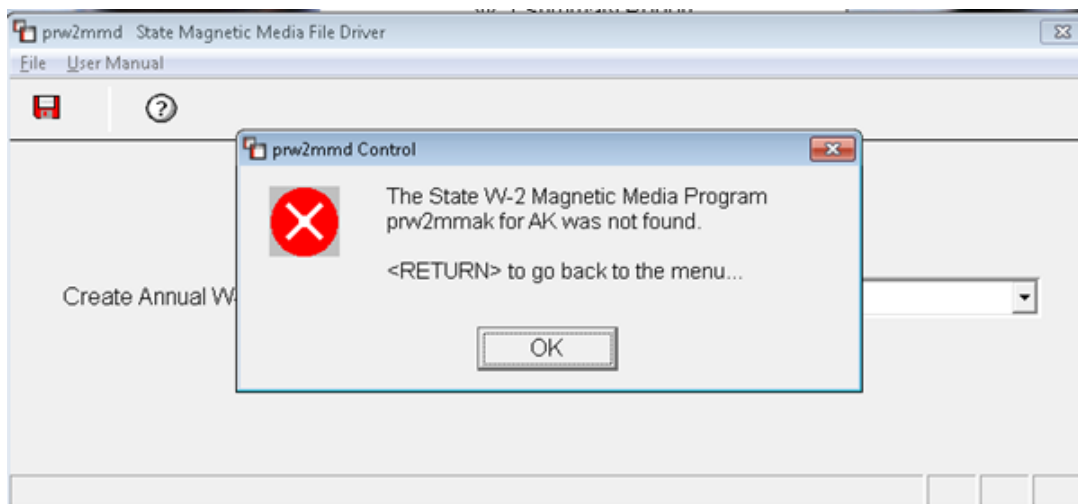
–W-2 Magnetic Media files can also be sent to your state.

Payroll > End of Year Menu > State W-2 Magnetic Media Creation

Note: Some states will accept the same file as the IRS while other states have unique requirements

Not all states have a unique W-2 Magnetic media format.

The following is an example when the software does not have an state specific program.



Payroll – End of Year Menu –
Reset Accruals and Award VSP Time –
This step MUST be done regardless of:

- VSP Program being used (Scheduled vs. Standard)
- Award Frequency (End Of Year vs. Anniversary Date etc.)
- Process should be run before First Payroll of New Year

"This Year Calculated Field" is checked each year when Benefits are awarded

	<input checked="" type="checkbox"/> Award Vacation	<input type="checkbox"/> Award Sick	<input type="checkbox"/> Award Personal
This Year Calculated:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

This process "Unchecks" the "This Year Calculated Field" which allows the system to calculate going forward.

	<input checked="" type="checkbox"/> Award Vacation	<input checked="" type="checkbox"/> Award Sick	<input type="checkbox"/> Award Personal
This Year Calculated:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Example Employee has:

- Standard Method Vacation with an award on Anniversary Date
- Scheduled Method Sick Time with award at End of Year

Employee ID	0000000105		JACK FROST	Assign New Employee No.
Employee Pay Rates Earnings Taxes Deductions Year-to-Date VSP Awards Personal Notes				
	<input checked="" type="checkbox"/> Award Vacation	<input checked="" type="checkbox"/> Award Sick	<input type="checkbox"/> Award Personal	
This Year Calculated:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Method	Standard	Schedule	Standard	
Award on	Anniversary Date	End of Year	Anniversary Date	
Eligibility Date	01012011	01012011	00000000	
Last Award Date	02012014	00000000	00000000	
Standard Award Factor	1.00	1.00	1.00	
Standard Accrual Balance				
Carryover	15.0000	1.0000		
Partial Year Accrual	.0000	.0000	.0000	
Earned	14.0000			
Paid				
Balance	29.0000	1.0000	.0000	

- Payroll Setup Menu -
- VSP Standard Awards Maintenance
- VSP Scheduled Awards Maintenance

<input checked="" type="checkbox"/> Standard Vacation Award Award <input type="text" value=".0200"/> hours every <input type="text" value="1.00"/> hours paid.				Awards Carryover <table border="1"> <tr> <th colspan="3">Standard</th> </tr> <tr> <td><input checked="" type="checkbox"/> Vacation</td> <td>Max Hours</td> <td>9999.00</td> </tr> <tr> <td><input type="checkbox"/> Sick Pay</td> <td>Max Hours</td> <td>.00</td> </tr> <tr> <td><input type="checkbox"/> Personal</td> <td>Max Hours</td> <td>.00</td> </tr> <tr> <th colspan="3">Schedule</th> </tr> <tr> <td><input type="checkbox"/> Vacation</td> <td>Max Hours</td> <td>1000.00</td> </tr> <tr> <td><input checked="" type="checkbox"/> Sick Pay</td> <td>Max Hours</td> <td>.00</td> </tr> <tr> <td><input type="checkbox"/> Personal</td> <td>Max Hours</td> <td>.00</td> </tr> </table>				Standard			<input checked="" type="checkbox"/> Vacation	Max Hours	9999.00	<input type="checkbox"/> Sick Pay	Max Hours	.00	<input type="checkbox"/> Personal	Max Hours	.00	Schedule			<input type="checkbox"/> Vacation	Max Hours	1000.00	<input checked="" type="checkbox"/> Sick Pay	Max Hours	.00	<input type="checkbox"/> Personal	Max Hours	.00
Standard																															
<input checked="" type="checkbox"/> Vacation	Max Hours	9999.00																													
<input type="checkbox"/> Sick Pay	Max Hours	.00																													
<input type="checkbox"/> Personal	Max Hours	.00																													
Schedule																															
<input type="checkbox"/> Vacation	Max Hours	1000.00																													
<input checked="" type="checkbox"/> Sick Pay	Max Hours	.00																													
<input type="checkbox"/> Personal	Max Hours	.00																													
<input type="checkbox"/> Standard Sick Award Award <input type="text" value=".0000"/> hours every <input type="text" value=".00"/> hours paid.																															
<input type="checkbox"/> Standard Personal Award Award <input type="text" value=".0200"/> hours every <input type="text" value="8760.00"/> hours paid.																															
Accrue Standard Awards <table border="1"> <tr> <td>Accrue Vacation Awards to</td> <td><input checked="" type="checkbox"/></td> <td>Award Accruals on:</td> <td>Anniversary Date</td> </tr> <tr> <td>Accrue Sick Awards to</td> <td><input type="checkbox"/></td> <td>Award Accruals on:</td> <td>End of Year</td> </tr> <tr> <td>Accrue Personal Awards to</td> <td><input type="checkbox"/></td> <td>Award Accruals on:</td> <td>End of Year</td> </tr> </table>								Accrue Vacation Awards to	<input checked="" type="checkbox"/>	Award Accruals on:	Anniversary Date	Accrue Sick Awards to	<input type="checkbox"/>	Award Accruals on:	End of Year	Accrue Personal Awards to	<input type="checkbox"/>	Award Accruals on:	End of Year												
Accrue Vacation Awards to	<input checked="" type="checkbox"/>	Award Accruals on:	Anniversary Date																												
Accrue Sick Awards to	<input type="checkbox"/>	Award Accruals on:	End of Year																												
Accrue Personal Awards to	<input type="checkbox"/>	Award Accruals on:	End of Year																												

Schedule Type Sick

Pay Type Hourly

Part Time ☐

Years of Service	Award Hours	Description of Se
1.000	32.00	4 DAYS PER YEAR

- First, Run Report without checking the Update Employee Records Box
 - This will allow you to verify information without updating

prvspa Reset Accruals and Award VSP Time

File Records User Manual

Print Order Name

Beginning Employee ID ? First

Ending Employee ID ? Last

Beginning Department ? First

Ending Department ? Last

Update Employee Records ☐

- Payroll End of year
 - Reset Accruals and Award VSP Time

Verify Employee Information

- Vacation Time will not change, as it is awarded on Anniversary Date
- Sick Time will reset

Date 12/15/14 ** Vacation, Sick and Personal Year-End Accruals ** prvspa Page 1										
Time 07:50:24		E OIL TEST Company			Preview Report			User: KJR		
		===== Vacation =====			===== Sick =====			===== Personal =====		
Employee ID	Employee Name	Previous Balance	Award Hours	Balance Due	Previous Balance	Award Hours	Balance Due	Previous Balance	Award Hours	Balance Due
0000000105	FROST, JACK	29.0000		29.0000	1.0000	40.0000	41.0000			
1 Employees Totals:		29.0000	0.0000	29.0000	1.0000	40.0000	41.0000	0.0000	0.0000	0.0000
Amount Due:				0.00				0.00		

- Run process again, checking update box

Print Order

Beginning Employee ID ? [] First

Ending Employee ID ? [] Last

Beginning Department ? [] First

Ending Department ? [] Last

Update Employee Records ☒

- This Year Calculated is now "Unchecked"
 - Vacation Time remains the same – as it is awarded on Anniversary Date
 - Sick Time has been changed to 40 hours

Employee ID ? 0000000105 JACK FROST Assign New Employee No.

Employee | Pay Rates | Earnings | Taxes | Deductions | Year-to-Date | VSP Awards | Personal | Notes

	<input checked="" type="checkbox"/> Award Vacation	<input checked="" type="checkbox"/> Award Sick	<input type="checkbox"/> Award Personal
This Year Calculated:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Method	Standard	Schedule	Standard
Award on	Anniversary Date	End of Year	Anniversary Date
Eligibility Date	? 01012011	? 01012011	? 00000000
Last Award Date	02012014	12152014	00000000
Standard Award Factor	1.00	1.00	1.00
Standard Accrual Balance			
Carryover	15.0000		
Partial Year Accrual	.0000	.0000	.0000
Earned	14.0000	40.0000	
Paid			
Balance	29.0000	40.0000	.0000

[Payroll W2.pdf](#)

[Payroll VSP.pdf](#)

[Payroll Bonus Checks.pdf](#)

[Payroll EOY.pdf](#)