

client services update



January 2003

Tip of the Month

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

Earn/Dedn Maintenance

When you do 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 has been reached. You will have to re-enter these if they are yearly maximums.

All limits on active earning and deduction codes are set to the balance on codes where the maximum wasn't reached. For example, if a deduction code had a limit of \$500 and the actual for the year was \$400, the new limit will be set to \$100. Make sure you check and change these in cases where there is a yearly limit.

W2's

Any American dealers that use cafeteria plan must run their W2's the following way: When running W2's it 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

When you run your first check run of the new year you will get a COBOL stop asking you if this is the first check run of the year for one or more of the pay types selected in the run ?? (CO/DIV/EMP - 01/01/00004).

The problem is that you might get this message 3 or 4 times in January. The reason for this is that either the check run is using a different pay type for the first time, or a different employee might be affected on the new check run that wasn't hit on the first check run of the year. If this is the case then you can take a 0 to this message; if there is still a problem, contact PFW Client Services for further support.

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*****  
IS THIS THE 1ST CHECK RUN OF THE CALENDAR YEAR FOR 1 OR MORE  
OF THE PAY TYPES SELECTED IN THIS RUN?  
EMPLOYEE # (CO/DIV/EMP - 01/01/00004) WAS LAST PAID ON 01/01/1997  
IF YES TAKE A "0" ON HALT.  
IF NO TAKE A "3" ON HALT AND CONTACT SYSTEM SUPPORT.
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CBL3017 Options [0 23F]  
Pgm PER018 777
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Attention Canadian Payroll Users

Before running your first check run for 2003, you will need to apply the 2002 tax changes. Please contact Client Services before your first check run and we will send these table changes to you.

Attention U.S. Payroll Users

Before running your first check run for 2003, you will need to update your FICA, MEDICARE and USFED tables. If you are unsure of how to do this or require the payroll rates, 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 offices.

Picking Up The Beat: Nashville 2003

Registering is easy — we have four ways for you to register. Visit our web site at www.pfw.com/conference/register or send your registration information to Jenna Morton, the event coordinator, by phone: (519) 474-3300 ext. 270, fax: (519) 474-3949 or e-mail: jmorton@pfw.com. Registrations must be received by February 10, 2003. Traveling companions and children are invited to the welcome reception, breakfasts and closing banquet.

Take advantage of the discount being offered by registering more than one person from your dealership and enjoy a 10% discount on all subsequent registrations! (Discount not available for registered traveling companions or accompanying children.)

Watch for further details regarding our conference via mail, fax or email.

Happy New Year!

The employees of PFW wish you and your family a safe and happy holiday.



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