

Employee Setup

Employee Information

All employees who received wages during 2015 will need to be entered into the Payroll module so that W-2s can be run at yearend.

- **General**

Enter basic information for each employee.

- **Employee/Custom**

- Check the active box for all current employees.
- Employment fields – Assign job title, category (based on the Workers Compensation form) and other data
- Custom fields – These fields will be used for information as shown below.

Field	Data
Custom Number 1	Normal # of hours worked per week
Custom Number 2	
Custom Text 1	Part- time or Full-time employee
Custom Text 2	Permanent or Temporary employee
Custom Text 3	
Custom Text 4	
Custom Date 1	Date of background check clearance – Virtus clearance
Custom Date 2	Date of last Virtus workshop
Custom Date 3	Date of last evaluation
Custom Long Text	

- **Tax Data**

Complete this section using the W-4 completed by the employee. Texas residents are not subject to state or local taxes. See an example for setting up clergy under Payroll setups.

- **Pay Data**

- Pay group – Select either biweekly or monthly for each employee.
- Pay description – Enter pay item and pay information. Make certain that each pay item has an assigned ledger account number. See examples for clergy and lay employees under Payroll setups.

- **Deductions/Benefits**

- Healthcare - For employees receiving health insurance you will need to enter the Healthcare Benefit (amount paid by the parish/school) and the appropriate Health

Deduction, Tax Free or Taxable, based on the enrollment form. For biweekly employees the amounts should be ½ of the monthly premium and employee contribution. Clergy will only have the Healthcare Benefit for the full amount of the premium paid by the parish/school.

- 403B – For employees participating in the pension plan enter the deduction by amount or percentage as selected by the employee and the benefit matching the employees contribution up to 3%.

- **Personal**

- **PTO** - select **Earn Per Payroll** and enter the number of hours earned per payroll using the charts in the new personnel policies manuals (see PTO Accrual Tables). Enter the amount of hours carried forward as of July 1, 2015 using the activity earn, enter a comment to show that it is a beginning balance.
- **Sick** (for schools only) – for Teachers and Administration select **Earn Per Payroll** and enter the number of hours earned per payroll using the chart in the personnel policies manuals.

Please call the Human Resources Office for assistance with this setup.

- **Direct Deposit**

Select ACH file for any employee to be paid with direct deposit. Complete the information for the distribution of the net pay.