

Payroll Setup

Basic Setup

- **Employer Info**
 - General - Enter parish name as it appears on tax forms, address and phone number.
 - Tax ID - Enter the parish or school Federal Tax ID
 - ACH Info – Complete if you will be doing Direct Deposit
 - Contact Info – Complete with contact information that will appear on tax forms
- **Pay Group**

Description	Pay periods per year
Biweekly	26
Monthly	12

Corporations with parish and school need to add parish or school to description (example: Biweekly/School, Monthly/Parish).

- **Pay Item**

Description	Pay Item Type	Default Ck Sequence	Default Gross Pay Acct
Salary & Wages	Taxable	1	None
Auto Allowance – Non Accountable	Taxable	1	5509.00PGA
Social Security Allowance	Taxable	1	5001.00PGA
Overtime	Taxable	1	
Bonus	Taxable	1	
PTO	Taxable	1	
Other paid leave	Taxable	1	
Sick (only schools)	Taxable	1	

- **Deductions/Benefits**

- Use Add a New Deduction/Benefit From Template
- Please do not make any changes to the setup other than the code number as shown on the table below. The garnishment template can be used to set up a variety of deductions that do not affect tax calculations, changes can be made to the description. Please call the Finance Office for assistance in setting up other deductions and benefits.

Deductions/Benefits	Code
Healthcare Benefit	11
Tax Free Health Deduction	12
Taxable Health Deduction	13
Cafeteria 125 Plan – Flex deduction	14
403B Deduction	16
403B Benefit	17
Garnishment (ex. Tax liens, child support)	20

- **Account Distributions**

Account distributions need to be set up for any of the ledger accounts that are used to pay employees. Most of these are your 50XX Salaries accounts. However, you should also set up distributions for 5509.00PGA – Clergy/Religious Auto Allowance if you pay priests in payroll and for 5110.00XXX if you pay bonuses.

- See *Account Distribution* handout
- It is suggested that you match the department from the salary account with the department of the benefits accounts.

Optional Setup

- **Start-up totals**

You will enter the total amounts through the last pay period of June 2015. Enter the date of the last payroll.

- **Job Category**

Categories will be used to match up with the Worker's Compensation Payroll questionnaire. See the questionnaire to determine under which category employees should be assigned. To run a report in ParishSoft go to Payroll > Reports > End of Period > Taxable Pay & Withheld > select Fiscal Year and Accumulation period as needed and choose Job Category as the Sort Option.

Category
Church & School – Non Professional
Church & School – Professional
Clerical
Domestic
Bus Drivers
Other
Religious < \$12000
Religious > \$12000

- **Personal time**

Personal Time description
PTO
Other paid leave
Sick
(Note: This is only added in schools for teachers)

Other can be used to track all other type of leave of absence (Personal, Family Medical, Bereavement, Jury Duty, Military, and Workers Comp) time as stated in the personnel manual. Notations can be made to describe the type of leave.