Diocese of Winona Workers' Compensation Payroll Questionnaire ParishSOFT Instructions

Employee Set up:

1. Job Categories: When setting up your employees and payroll in connect now, please use the Job Category field to enter the different Workers' Compensation codes:

2. Make sure that each employee has the correct job category chosen on their Empl/Cust tab:

     a. You should also fill in the job title and put the Job Title in Custom Text 1 too (the full title might be cut off in the custom field field.

     b. Once all employees have this information in their record you are ready to export the report to use for the workers' compensation roster (see workers' compensation instructions #5 under "What".

3. From the payroll tab, select "Process"
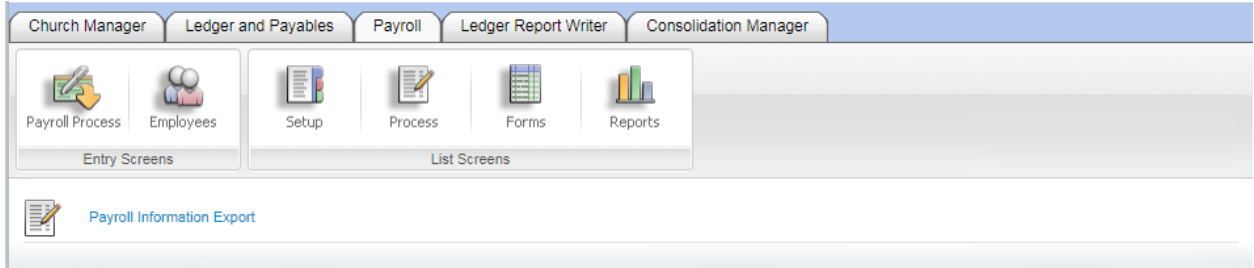
     a. Click on Payroll information export and from this screen, select all the payrolls PAID in the calendar year (work from the pay date not the pay period).

b. Then select the fields indicated below (don't worry abut the title of the section)

Payroll Information Export

Payroll
```
80 - 01/31/2017 - Hourly 1/1-1/15/2016
79 - 01/31/2017 - Salaried
78 - 01/13/2017 - Hourly 12/16-12/31/2016
77 - 01/13/2017 - Salaried 1/1-1/15/2017
76 - 12/30/2016 - Salaried 12/16-12/31/2016
75 - 12/30/2016 - hourly 12/1-12/15/2015
```

** Marital Status - Choose Custom Text Field
```
Custom Text 1
Custom Text 2
Custom Text 3
Custom Text 4
```

** Job Type - Choose Custom Text Field
```
Custom Text 1
Custom Text 2
Custom Text 3
Custom Text 4
```

** Life Insurance Deduction(s)
```
13 - 403(b) Employee Deduction
14 - Flex Child Care
15 - Flex Medical Reimbursement
17 - Tax-Free Health Insurance Deduction
18 - Scrip Card Bonus
19 - Priest Pension Deduction
```

** Long Term Disability Deduction(s)
```
13 - 403(b) Employee Deduction
14 - Flex Child Care
15 - Flex Medical Reimbursement
17 - Tax-Free Health Insurance Deduction
18 - Scrip Card Bonus
19 - Priest Pension Deduction
```

** Health Insurance Deduction(s)
```
13 - 403(b) Employee Deduction
14 - Flex Child Care
15 - Flex Medical Reimbursement
17 - Tax-Free Health Insurance Deduction
18 - Scrip Card Bonus
19 - Priest Pension Deduction
```

** Dental Insurance Deduction(s)
```
13 - 403(b) Employee Deduction
14 - Flex Child Care
15 - Flex Medical Reimbursement
17 - Tax-Free Health Insurance Deduction
18 - Scrip Card Bonus
19 - Priest Pension Deduction
```

** HSA Deduction(s)
```
13 - 403(b) Employee Deduction
14 - Flex Child Care
15 - Flex Medical Reimbursement
17 - Tax-Free Health Insurance Deduction
18 - Scrip Card Bonus
19 - Priest Pension Deduction
```

c. Once these fields have been selected, click on Submit and you will see something like this: (to protect the employeed I'm just showing the headings of the report) Select CSV from the file type and click on the picture of a computer disk to export the file.

To create the Payroll Information Export file, click the ▤ (export) button on the toolbar below and save with a new file name. When completed click the Done button at the bottom.

d. The file needs to be opened up in Microsoft Excel
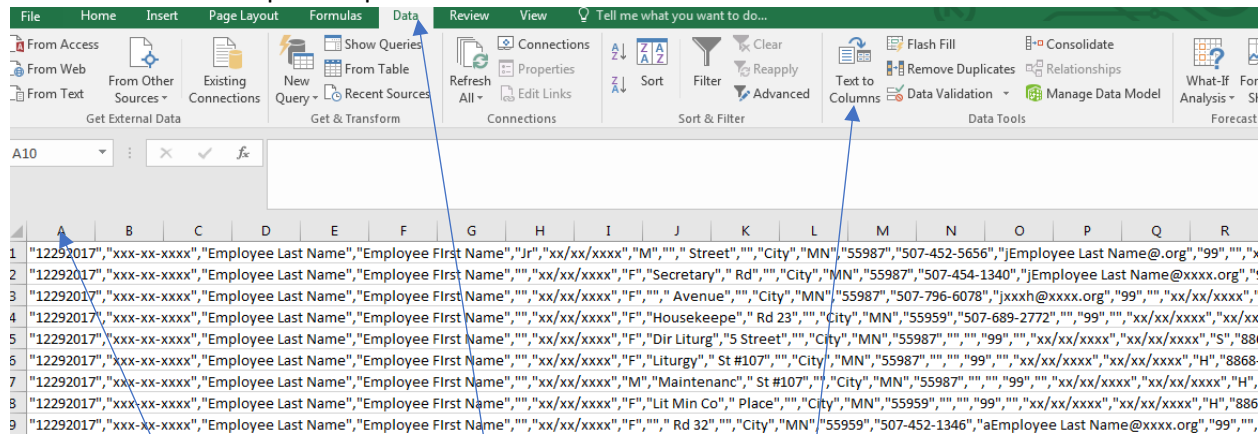
e. Highlight Column A and click on the Data tab above and select "Text to Columns"
f. This box will pop up: Select Delimited and then next
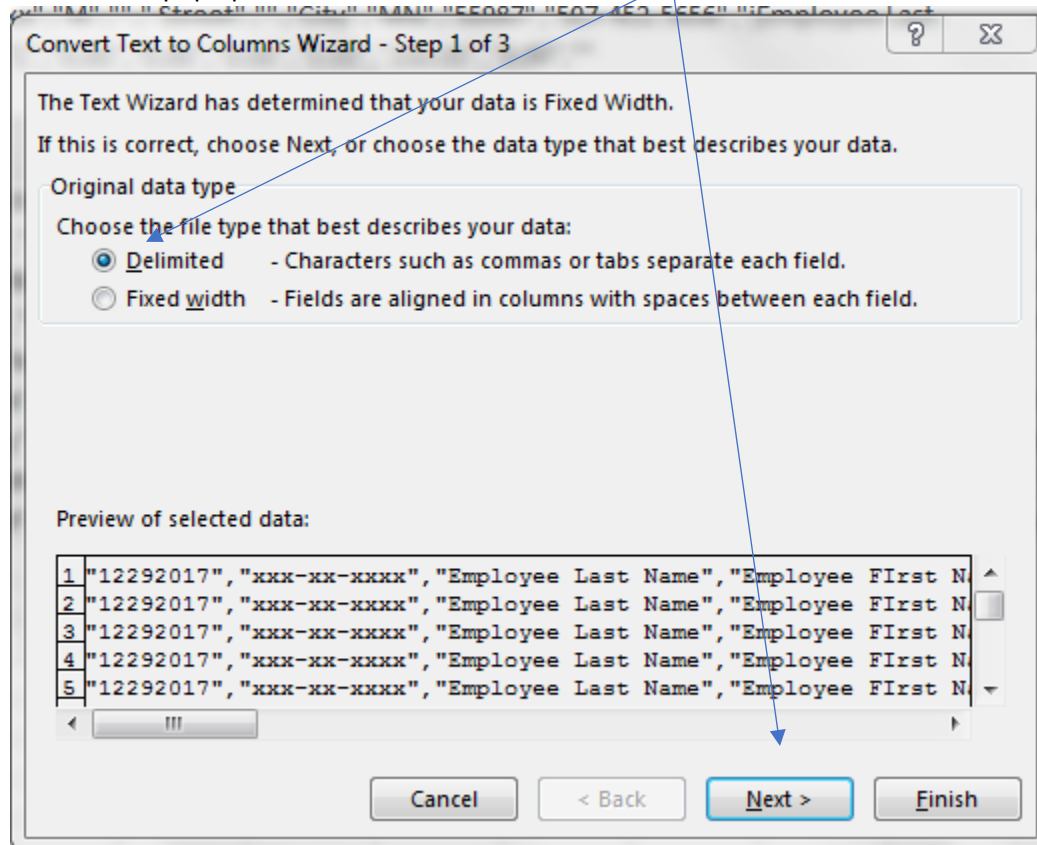
g. On the next screen select "Comma" and put a Quotation mark in text qualifier and click on Finish.

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters
- [ ] Tab
- [ ] Semicolon
- [x] Comma
- [ ] Space
- [ ] Other: [____]

[ ] Treat consecutive delimiters as one

Text qualifier: [" ▼]

Data preview

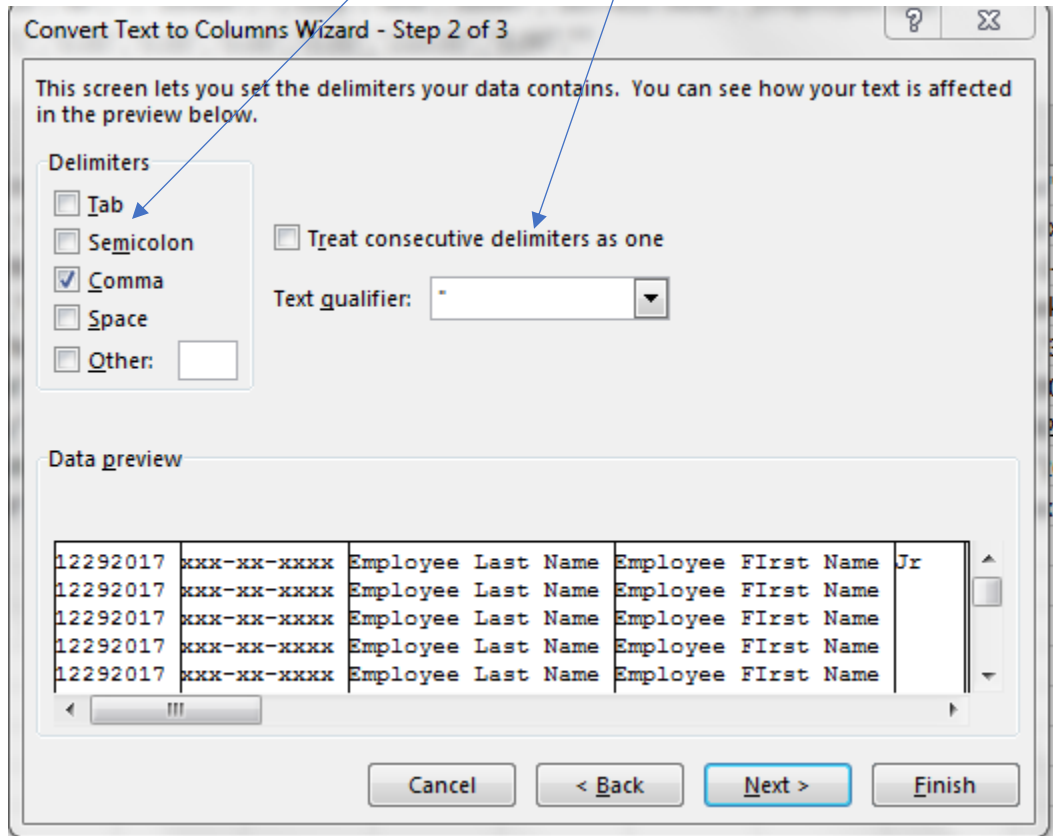|				
12292017	xxx-xx-xxxx	Employee Last Name	Employee FIrst Name	Jr
12292017	xxx-xx-xxxx	Employee Last Name	Employee FIrst Name	
12292017	xxx-xx-xxxx	Employee Last Name	Employee FIrst Name	
12292017	xxx-xx-xxxx	Employee Last Name	Employee FIrst Name	
12292017	xxx-xx-xxxx	Employee Last Name	Employee FIrst Name	

[Cancel] [< Back] [Next >] [Finish]

h. This will divide your data into columns. Columns A & B can be deleted. Insert three lines above the data so you can add a spreadsheet title, date and headings. Delete the columns I have indicated below (D & E, and G-R). This will leave you with Employee Last name, first name, suffix, Job Title.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Parish Workers' Compensation Roster																	
			DELETE THESE COLUMNS - YOU														
Year 2017			WILL NOT NEED			DELETE THESE COLUMNS YOU WILL NOT NEED THEM.											
																	Sal/Hou
Employee Last Name	Employee FIrst Name	Suffix	Birthdate	Gender	Job Title	Address	Address2	City	State	Zip	Phone	E-mail					y
Employee Last Name	Employee FIrst Name	Jr	xx/xx/xxx	M		Street		City	MN	55987	507-452-5(	jEmployee	99		xx/xx/xxx xx/xx/xxx		S
Employee Last Name	Employee FIrst Name		xx/xx/xxx	F	Secretary	Rd		City	MN	55987	507-454-1:	jEmployee	99		xx/xx/xxx xx/xx/xxx		H
Employee Last Name	Employee FIrst Name		xx/xx/xxx	F		Avenue		City	MN	55987	507-796-6(	jxxxh@xx	99		xx/xx/xxx xx/xx/xxx		S
Employee Last Name	Employee FIrst Name		xx/xx/xxx	F	Housekeepe	Rd 23		City	MN	55959	507-689-2772		99		xx/xx/xxx xx/xx/xxx		H
Employee Last Name	Employee FIrst Name		xx/xx/xxx	F	Dir Liturg	5 Street		City	MN	55987			99		xx/xx/xxx xx/xx/xxx		S
Employee Last Name	Employee FIrst Name		xx/xx/xxx	F	Liturgy	St #107		City	MN	55987			99		xx/xx/xxx xx/xx/xxx		H
Employee Last Name	Employee FIrst Name		xx/xx/xxx	M	Maintenanc	St #107		City	MN	55987			99		xx/xx/xxx xx/xx/xxx		H
Employee Last Name	Employee FIrst Name		xx/xx/xxx	F	Lit Min Co	Place		City	MN	55959			99		xx/xx/xxx xx/xx/xxx		H
Employee Last Name	Employee FIrst Name		xx/xx/xxx	F		Rd 32		City	MN	55959	507-452-1:	aEmploye	99		xx/xx/xxx xx/xx/xxx		S

i. Put in the remaining headings as indicated. If you want, you can move the middle initial column over to the name section and you could also delete the Hours worked column

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Parish Workers' Compensation Roster												
2	Year 2017												
3	Employee Last Name	Employee First Name	Suffix	Job Title	Workers' Comp Class Code	Gross Pay	Hours worked	Middle Initial	Flex Child care	Flex Medical	Health Insurance Deduction	Pension deduction	Priest Pension
4	Employee Last Name	Employee First Name	Jr		8868-Religio	32954.21	0	C	0	0	0	0	210
5	Employee Last Name	Employee First Name		Secretary	8810-Secreta	26158.49	1575	M	0	0	2389	5584.9	0
6	Employee Last Name	Employee First Name			8868-2-Profe	26482.44	0	A	0	0	2389	794.46	0
7	Employee Last Name	Employee First Name		Housekeepe	9101-Housek	2007.71	189.5	A	0	0	0	0	0
8	Employee Last Name	Employee First Name		Dir Liturg	8868-2-Profe	30550	0	M	0	0	0	0	0
9	Employee Last Name	Employee First Name		Liturgy	8868-2-Profe	2900.57	138.5	A	0	0	0	0	0
10	Employee Last Name	Employee First Name		Maintenanc	9101-Custod	28562.09	1776	M	0	750	1433.4	2856.22	0
11	Employee Last Name	Employee First Name		Lit Min Co	8868-2-Profe	2637.87	166.75	M	0	0	0	0	0
12	Employee Last Name	Employee First Name			8868-2-Profe	28762.6	0	M	0	0	1433.4	862.92	0

j. Now by adding some columns and formulas, you can take the gross wages to social security wages to W-2 wages so that you have tied your spreadsheet out to your W-3 form.

E	F	G	H	I	J	K	L	M	N
Job Title	Workers' Comp Class Code	Gross Pay	Flex Child care	Flex Medical	Health Insurance Deduction	Social Security Wages	Pension deduction	Priest Pension	W-2 Wages
Priest	8868-Religious	32,954.21	0.00	0.00	0.00		0.00	210.00	32,744.21
Secretary	8810-Secretaries	26,158.49	0.00	0.00	2,389.00	23,769.49	5,584.90	0.00	18,184.59
Dir of Faith Formation	8868-2-Professional/Lay	26,482.44	0.00	0.00	2,389.00	24,093.44	794.46	0.00	23,298.98
Housekeepe	9101-Housekeepers	2,007.71	0.00	0.00	0.00	2,007.71	0.00	0.00	2,007.71
Dir Liturg	8868-2-Professional/Lay	30,550.00	0.00	0.00	0.00	30,550.00	0.00	0.00	30,550.00
Liturgy	8868-2-Professional/Lay	2,900.57	0.00	0.00	0.00	2,900.57	0.00	0.00	2,900.57
Maintenanc	9101-Custodian	28,562.09	0.00	750.00	1,433.40	26,378.69	2,856.22	0.00	23,522.47
Lit Min Co	8868-2-Professional/Lay	2,637.87	0.00	0.00	0.00	2,637.87	0.00	0.00	2,637.87
Pastoral Minister	8868-2-Professional/Lay	28,762.60	0.00	0.00	1,433.40	27,329.20	862.92	0.00	26,466.28
		181,015.98	0.00	750.00	7,644.80	139,666.97	10,098.50	210.00	162,312.68