



HARMONY PAYROLL US USER MANUAL

PAYMATE SOFTWARE CORPORATION

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Common Icons and Symbols

Refer to the table below for common icons, buttons, and symbols throughout Harmony Payroll.

Icon Image	Description
	User Settings. Click this button to navigate to your user settings.
	Save button. Click this button to save all your changes for the current page.
	Delete button. Click this button to delete the item from the database.
	Three (3) dots icon. Click this icon to select an item from a list to view details.
	Toggle. Click this toggle to activate/deactivate an item.
	Refresh button. Click this button to refresh your selection.
	Import button. Click this button to import a completed interface.
	File location icon. Click this icon to identify the location of a file from your local computer.
	Checkboxes. Click it to check or uncheck the box.
	Print button. Click this button to print the item.
	Email button. Click this button to email the item.
	Download button. Click this button to download the item. It will automatically be downloaded to your browser's default downloads folder.
	Search icon. Use the search bar to search for specific items or employees.



Welcome to Harmony Payroll!

Thank you for selecting Harmony as part of your payroll solution. Harmony's interface was developed with the best technology in the market and will allow you to easily use the application, no matter where you are. Considering both the basic and advanced features of Harmony, we recommend that you visit [Paymate's knowledge base](#) to view our comprehensive articles and watch our how-to videos to get the most out of this application. You can also email Paymate's support team at support@paymatesoftware.com if you require additional help or have any specific questions.

About Harmony Payroll

Harmony is a hosted application available in the U.S. and Canada. The hosted nature of this software allows all your data to be stored on the cloud for easy access. You can access it with any browser; including Microsoft Edge, Mozilla Firefox, Google Chrome, Safari, and more. Harmony conveniently lets you access an unlimited number of companies with a single login.

Harmony's payroll module simplifies your payroll processes yet still provides the functions you need, all in a single place. From helping you run payroll to creating government forms, Harmony Payroll is the perfect payroll solution for you.



Logging Into Harmony

Paymate will provide you the user credentials for a 'supervisor' account. This supervisor account is the only one in the system that has the widest permissions available.

1. Enter your credentials and click **“Login”**.

Welcome to Harmony. Please log in.

Username
supervisor@paymatesoftware.com

Password

Remember Me

Login



If you do not have your credentials to log into Harmony, be sure to ask your manager or supervisor. They must use the 'supervisor' account to create or change your login information.

Available Companies:

Demo Company

Payroll Year:
2021

Select Logout



If you need to create a new company or delete a company, please contact Paymate's support team. You will not be able to create or delete a company.



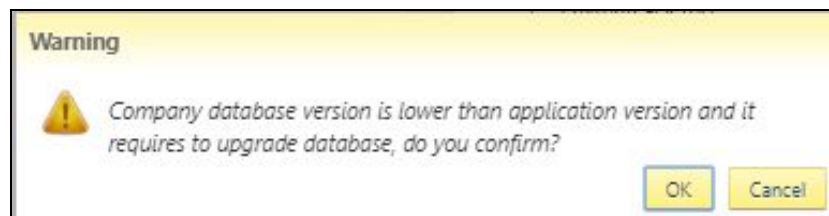
2. Select the Payroll module.



Depending on what modules you have purchased from Paymate and allowed for a user to view, the modules shown here will be different. If you have purchased these modules but cannot see them, please contact your supervisor or manager, or Paymate’s support team for more information.

Updating Your Database

Because Harmony is hosted on Microsoft Azure, a web-based application, all your tax tables are automatically updated, as long as you keep your database updated. When a new version of Harmony is available, you will receive a message that prompts you to update your company database version upon logging in. Just click “OK” and Harmony will update your database automatically.



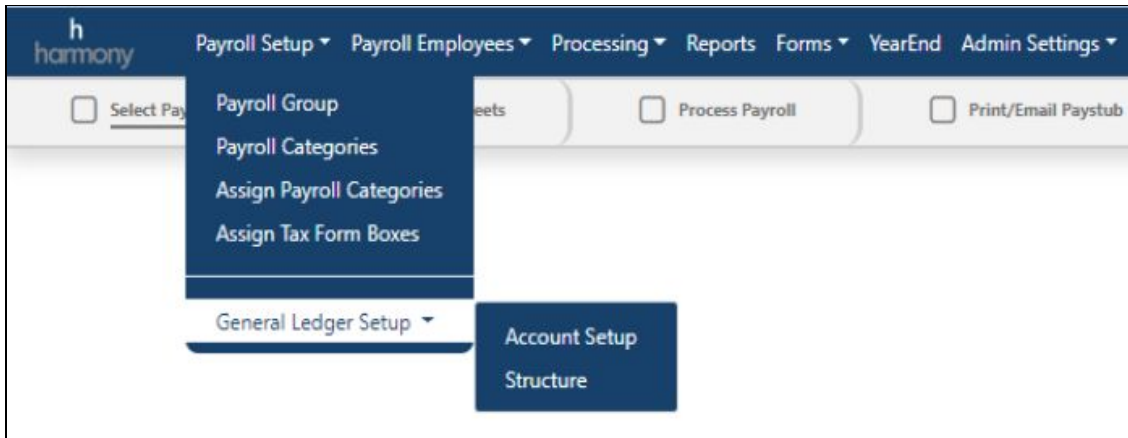


Navigating Around Harmony Payroll

Navigating around Harmony Payroll is easy. The navigation bar at the top allows users to flow from one page to another without frustration. It is friendly and simple to work with. The main navigation bar contains the main categories of payroll components, such as your payroll employees or processing your payroll. These are laid out horizontally.



You will notice that some of the menu items have drop down arrows next to them. Clicking these will allow you to access sub-menu items. These appear vertically and you can select them to access that page. Some of these sub-menu items may have even more sub-menu items, such as when you're setting up your General Ledger!



On the far right of the navigation bar, you will see the logged in user's username, a gear icon, and a logout button. The gear icon will take you to your User Settings. For more information on your User Settings, refer to your *Harmony Setup Manual*.

Editing Your Company Information for Payroll

You may need to edit your company information upon logging in. Harmony will use this information when producing reports and tax forms, so it is important for this information to be accurate.

Note: This is **not** the contact information that Paymate will use to contact your company. To change this information, please visit [Paymate's Customer Portal](#).



Only the 'supervisor' user account is permitted to edit company information. Other users will not be able to access this section, even if all permissions are granted.

1. Navigate to Configuration > Setup > Company Information.
2. Your company details, such as the name and address of your company, are featured on the left side. Your contact person details are featured on the right side of the page.
3. Update the fields as required.
4. Click the save icon to save your changes.



Federal and State Unemployment Insurance (UI) & Income Tax Account Numbers

You may need to add two (2) of each UI and income tax account numbers: One federal and one state. These account numbers are provided by the government and will be used to generate and print your tax forms.

Setting Up Your UI and Income Tax Account Numbers

1. Navigate to Admin Settings > Payroll Preferences.
2. Navigate to the *Tax* tab.
3. Expand the section *Tax Account Number*.
4. Click the “+ NEW” button to add a new tax account number.

State	Income tax account number	Unemployment account number
Alaska	32101	10123

5. In the “State” field, select ‘**Federal**’ or your state.



States are sorted alphabetically, but ‘**Federal**’ is at the bottom of this dropdown list.

6. Enter your “Income Tax Account Number” and “Unemployment Account Number”.

State: Federal

Income tax account number :
Income tax account number

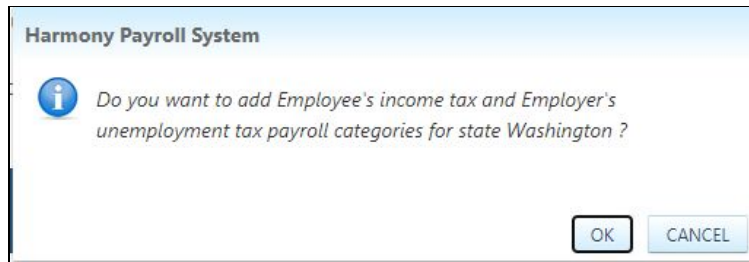
Unemployment account number :
Unemployment account number

Cancel Save

7. Click “**Save**” to save your account numbers to your Harmony software.
8. A window will pop up to inform you that your numbers were successfully added. Click “**OK**”.



- Another window will appear to ask if you want to add state income tax and unemployment insurance tax payroll categories. Click **“OK”** to add both of these, or **“Cancel”** if you’d like to manually add them later.

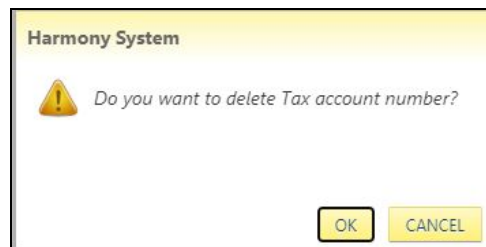


- If adding them now, enter in the codes, names, and abbreviations for the payroll categories. For your unemployment insurance tax, enter a percentage. Activate the appropriate toggle if you’d like to assign them to all active employees and/or new employees. Click **“Create”** to save.

- Repeat steps four through ten to add any state account numbers and/or state payroll categories.

Deleting an Account Number

- Navigate to Admin Settings > Payroll Preferences.
- Navigate to the *Tax* tab.
- Expand the section *Tax Account Number*.
- Find the account numbers you would like to delete and click the trashcan icon.
- Confirm that you want to delete these numbers by clicking **“OK”** when the system prompts you.





Administrative Settings

Payroll Preferences

Payroll preferences are where you can define your settings for the Payroll module. It is divided into two (2) sections that you can access via the tabs: System Preferences and Tax Preferences. To access your payroll preferences, navigate to > Admin Settings > Payroll Preferences.

System Preferences

Your system preferences lets you define certain aspects of Harmony Payroll. If this is your first time logging into Harmony Payroll, you will be required to set your preferences before you can access other menu items.

Payroll country: USA

Decimal for rate: 2

Decimal for units: 2

Decimal for amount: 2

- **“Payroll Country”:** This defines where you are running payroll. You cannot change this.
- **“Decimal For Rate/Units”:** This value indicates the number of decimal places to apply to your rates or units, such as reporting and pay cards.
- **“Decimal For Amount”:** This value is set to two (2) decimal places by default and cannot be changed.

Tax Preferences

Taxes are typically updated 2-3 times per year, depending on your country’s regulations. When a new tax table is available, you will see a notification with an exclamation icon by your current tax table version.

Payroll Year: 2020

Tax version: 2020.01.01

To update your payroll tax tables:

1. Navigate to Admin Settings > Payroll Preferences.
2. Go to the “Tax” tab.
3. Click the “Upgrade” button. This will update your tax tables and you’ll be ready to run payroll.

System Tax

Rounding rule for federal tax: Rounding off

Rounding rule for state tax: Rounding off

Auto adjust FICA

Company has employees who are members of the clergy



Company Bank Accounts

While you can define multiple bank accounts for your company in Harmony, only one can be applied to a direct deposit payroll at a time, seen below as starred with the label “*Company Bank*”. If you pay different groups of employees with different bank accounts, then we recommend you to use separate payroll groups and select the appropriate bank account when you process each payroll group.

Your bank file takes information that is set up in Harmony and creates a file that is encoded according to the NACHA (National Automated Clearing House Association), file specification. This is also often referred to as ACH file format. An ACH file is created in a very specific format that is often referred to as a 'flat file' or a 'fixed length' file. In this type of file, each value in the file appears in a specific position, such as position 65-73. An ACH file is made up of a number of records starting with a one line header record followed by a one line Company Batch Header Record, then detail records (for each employee) followed by Entry Detail and Batch Control Records.

Defining a New Company Bank Account

1. Navigate to > Admin Settings > Company Bank Account.
2. Click the “+ New Bank” button.





3. Enter in the required information.

Company bank
 Active bank

Bank Code
ACH

Bank Name
ACH

Bank Logo 



- a. “*Company Bank*” toggle: Toggling this on (is green) will indicate that this bank account will be your main company bank account. Only one bank account may have this toggled ‘on’. Additional information will be required to be completed - refer to [Setting Up a Bank Interface](#).
- b. “*Active Bank*” toggle: Toggling this on will enable the company bank, allowing you to use it in your payrolls.
- c. “*Bank Code*” and “*Bank Name*”: These values will help you recognize the bank account.
- d. “*Bank Logo*”: If you wish to include your bank’s logo, upload your image from your computer by clicking the folder icon.




Setting Up a Bank Interface

1. Once your company bank is identified, navigate to Admin Settings > Company Bank Account.
2. Your company bank will have a star to indicate its status as your company bank. Select the company bank by clicking on the three (3) dots next to it.



3. Select your bank interface: '**ACH**'.



If you do not see an interface option to select from, you may not have identified a bank account to be your company bank. Ensure that you are selecting the bank account that is marked with “  Company bank ”.

4. Information on this page is obtained from your bank and will be used when generating a direct deposit file at the end of each pay run. Enter in the required information. You may want to contact your banking institution, if there are details that you're not sure of. We recommend setting this up before you run payroll for your convenience, but you can set these up during your pay run, too.



Speaking with your bank's processing centre personnel can help you complete the required fields for file transfers. Be sure to let them know that you require information about submitting a file to the processing centre.

When creating a new bank interface, it is best practice to arrange a sample file transmission with your bank. This way, your file will not fail when you are processing a live payroll. The method defined here is the standard procedure. Your company or bank may require a different interface. For more information on how to set up an EFT direct deposit, please refer to [Paymate's Knowledge Base](#) or contact Paymate Support.



Interfaces

There are three (3) types of interfaces that are defined in Harmony: Import Interfaces, Bank Interfaces, and General Ledger (GL) Export Interfaces. Bank Interfaces was covered in the [Company Bank section](#) and GL Export Interfaces will be covered in the [GL section](#).

Import Interfaces

Import interfaces help to import your file into the correct fields in Harmony. For example, you may want to import your employees' timesheet hours when processing payroll to accurately capture their worked hours. There are two (2) types of import interfaces that you can set up. The following examples capture employees' timesheet hours:



If you're not sure which import interface type you should set up, take a look at your import file and compare it with the sample file images below.

- 1. Fixed Length Files:** A tab-delimited text file is a .TXT file containing tabs that separate information with one record per line, that is often used to upload data to a system. The most common program used to create these files is Notepad.

CODE	PC	WORK DAY	UNIT
0134	102	01/17/2020	10
0134	103	01/17/2020	02
0035	102	01/16/2020	08
0035	103	01/16/2020	05
0110	102	01/15/2020	07
0110	103	01/15/2020	03

- “Code”: Employee ID in Harmony
- “PC”: Payroll Category code
- “Work Day”: the date worked
- “Units”: Number of worked hours

- 2. Comma Delimited Files:** Each field/column is separated with a comma (“,”). This sample import file does not have headers.

0134	102	20/01/2020	11.5
0134	102	21/01/2020	11.5
0134	102	22/01/2020	11.5
0134	102	23/01/2020	11.5
0134	102	24/01/2020	9
0134	103	24/01/2020	2
0134	102	25/01/2020	11.5
0035	102	20/01/2020	11.5
0035	102	21/01/2020	11.5
0035	102	22/01/2020	15

- Column 1: Employee ID in Harmony
- Column 2: Payroll Category code
- Column 3: Work Day, the date worked
- Column 4: Number of worked hours



Setting Up An Import Interface

1. Navigate to Admin Settings > Interfaces > Import Interfaces.
2. Click on the “+ New” button to add a new interface.
3. On the left side, you will see fields to define your import interface’s basic information. Toggle the “Company Interface” ‘on’ (green) if it will be your company’s main import interface.



You can only have one (1) company interface at a time. This will be the import interface you will be using to import your employees’ timesheets in the Payroll process. You must always untoggle your company interface first if you would like to identify another import interface to be your company interface.

4. Define a code and the name for your new import interface.
5. Define the type of your importing file (fixed length file or comma delimited file). This will change the table in which you will be mapping your fields (step #8). Refer to the next page for examples.
6. If the file you are importing has headers, ensure that the “Import file has a header” in “Additional Settings” is checked.
7. On the right side, you will see where you can map the fields in your import file to their respective fields in Harmony. Click on the “+ NEW” button to include a new field.
8. Under “Target Field”, select the appropriate field of which you will be including in your import file. For example, if the Target Field is “Employee Number” and the “Source Column” is 1 in your comma delimited file, then the file’s first column (before the first comma) will be your employee numbers.



Depending on the file type you selected, you will see different fields to map your import file to Harmony. Please see below for samples of each.

- a. ‘**Employee Number**’ indicates the employee ID/number. This is defined in Configuration > Employees > Employee under *Job Information* and is a required field.
 - b. ‘**Category Code**’ refers to your payroll category code. This is defined in Payroll > Payroll Setup > Payroll Categories under *Code* and is a required field. Typically this will be your “*Hourly Wages*” payroll category, but you can also include your “*Overtime*” payroll categories.
 - c. ‘**Work Date**’ refers to the date that the employee worked and is a required field. Be sure to identify the correct date format.
 - d. ‘**Units**’ refers to the number of hours that the employee worked and is a required field.
 - e. ‘**Amount/Rate**’ refers to the employee’s rate of pay and is an optional field. If you do not include this field in your import file, Harmony will automatically take the rate indicated in their master paycard in Payroll > Payroll Employees > Assign Payroll Category.
9. If your interface is ready to go, click the save icon at the top-right corner to save your changes.



Once you have saved your import interface, it is always best practice to test it before using it for live payrolls.



Comma Delimited File Types

Code
ImportHour

Name
Import Paycard

File type
 Comma delimited file
 Fixed length file

Additional settings
 Import file has a header

+ NEW

Target field	Source column	Format
Employee number ▼	1	
Category code ▼	2	
Work date ▼	3	dd/mm/yyyy ▼
Units ▼	4	

Fixed Length File Types

Code
002

Name
ImportFLF

File type
 Comma delimited file
 Fixed length file

Additional settings
 Import file has a header

+ NEW

Target field	Source start position	Source end position	Format
Employee number ▼	1	8	
Category code ▼	9	16	
Work date ▼	17	28	mm/dd/yyyy ▼
Units ▼	31	39	



Setting Up Harmony Payroll

It's important to set up your Payroll module correctly. In this section, we'll explore what you will need to set up if this is the first time you've accessed your Payroll module, including setting up your payroll groups, payroll categories, and assigning both of these to your employees. This section will also cover setting up your tax form boxes and general ledger accounts.

Payroll Groups

There are two (2) key items that payroll groups capture:

- I. **Pay Frequency:** This is how often you will be paying your employees. Harmony will calculate your tax- and pay-related items, depending on your pay periods each year.



If your pay frequency is weekly or bi-weekly, your total pay periods for the year may be different depending on the year. For example, a leap year may change your number of pay periods. For weekly, it may be 53 instead of the typical 52. For bi-weekly, it may be 27 instead of the typical 26.

- II. **Pay Dates:** These are the dates that your employees in this payroll group will be paid, including the pay period of which they are paid and the day they receive their payment. Harmony will automatically create a pay schedule based on your first pay date of the year and your pay frequency.

Harmony allows you to create as many payroll groups as you want, but you must have a minimum of one (1) in order to run payroll. If you're unsure whether you need more than one payroll group, consider your:

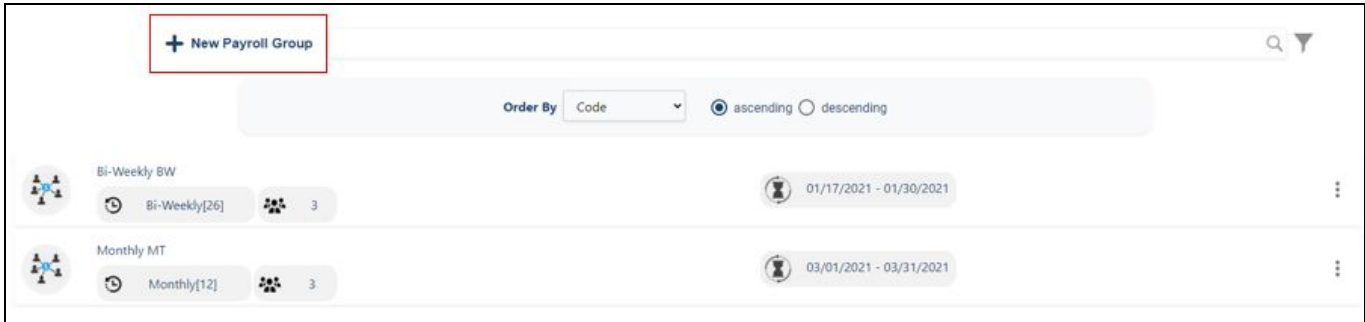
- **Pay Dates:** If your employees are paid **ON** different dates or **FOR** different dates (i.e. paid on the same date, but for different working dates), you will need to create a payroll group for each differing date.
- **Security:** You may want to have different payroll employees working with different groups of employees. Depending on the security setup of each user, you can limit their access to particular payroll groups. If this is the case for you, you may want to consider creating different payroll groups according to the permissions your payroll employees have.
- **Convenience:** It may be more convenient for you to have multiple payroll groups. Having more than one can accommodate a large number of employees, as payroll groups can divide them as needed. It may also be useful in reporting to have your employees divided.



Creating Payroll Groups

A minimum of one (1) payroll group must be created in order to process payroll. Payroll groups can be created at any time, but they cannot be deleted if they have historical data linked to them (i.e. have already posted a payroll in a pay run).

1. Navigate to > Payroll Setup > Payroll Groups.
2. Click the “+ New Payroll Group” button in the top-left corner of the screen.



3. Complete the following required fields:
 - “Code”: This field is a unique reference used by Harmony to identify a particular payroll group. It may include numbers or letters but not special characters.
 - “Name”: The name you identify for your payroll groups will be used on your reports.
 - “Take Home Salary %”: This field is a label, or marker, for employees whose paycards were deducted too much. This will not stop you from running payroll, but will provide a warning if the employee is taking home less than this defined percentage of their pay. Typically, this is set to 20 or 30.
 - “Pay Frequency”: This is how often you will be paying your employees. Verify on your calendar the number of pay periods you will have for this company, for this year, as defined by the check date (actual date paid).
 - “Proration Mode”: If you would like to prorate the payroll for this payroll group, you can select from this dropdown field. However, this is typically set to ‘N/A’.
 - “First Period End Date”: The last date of your first pay period. **DO NOT USE** the first live date you will be processing payroll in Harmony, but rather the first end date that will correspond to the first check date of the current calendar year (below).
 - “First Period Pay Date”: The first actual check/payment date of the current year. This may not be the first check date that you will be processing in Harmony, but rather the first check date of the year that corresponds to the first pay period of the year. A common mistake is entering an incorrect date, resulting in a pay calendar that is **unusable and cannot be saved**.
4. Once you have created your payroll group, Harmony will calculate the dates associated with the calendar based on what you have entered. If there are any errors, you will be notified.



You may see a gap at the end of your pay calendar that is greater than one (1) pay period. In this case, we recommend increasing the number of pay periods for the year. Remember to double-check the pay period dates in the calendar!



Deleting a Payroll Group

If you would like to delete a payroll group, follow these steps:

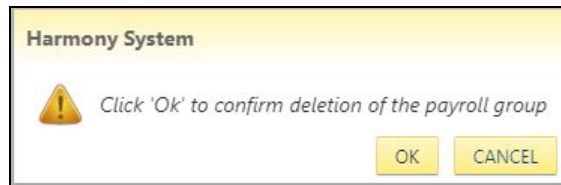
1. Navigate to Payroll Setup > Payroll Groups.
2. Select the payroll group you wish to delete by clicking the three (3) dots.
3. Click the trashcan icon on the top right of the page.

← Back to Payroll Groups

Name Weekly

Pay Frequency Weekly [53]

4. Click the “OK” button to confirm the deletion of your payroll group.



You will not be able to delete a payroll group if you have already run payroll for the group or have employees assigned to the group. If you do not have any payrolls for the group but would like to delete it, you must first assign the employees to another payroll group.



Payroll Categories

Understanding how your payroll categories work and how they interact with the rest of the Harmony system is the key to processing successful payrolls, tax forms, and returns.

A payroll category refers to all of the possible sources of an employee's pay record, such as earnings and/or deductions. Payroll categories track how taxes function, how vacation percentages calculate, and how gross pay is calculated. Each payroll category is assigned to employees as needed. When you process payroll, Harmony looks at the employee record, sees that a given code is active for that employee and then processes the code against that employee's record. You can see how ensuring your payroll categories are set up accurately is vital. Fortunately, each code can be tested before processing and posting an actual payroll to ensure everything is perfect.

Out of the box, Harmony comes with the most common payroll categories, such as your Salary and Hourly Wages, Overtime, Federal Income Tax, Vacation Pay, and more. If you have any additional payroll categories, you will need to create them.



State unemployment insurance and state income tax payroll categories are not automatically set in Harmony. You will need to add them manually, but the system will prompt you to create these automatically when you enter your taxation account numbers. Refer to the [Federal and State Unemployment Insurance \(UI\) & Income Tax Account Numbers](#) section for more information.

Importance of Payroll Categories

A great deal of consideration may need to go into the setup of a payroll category. Harmony uses several details and tabs to define your payroll categories. Each type behaves differently and they have different tabs to capture all the required information. If you create or change your payroll category settings, realize that you are making company-level changes, which means that every time that payroll category code is used - every employee, every pay - it will behave as defined here.

For example, if an earnings category is marked as not subject to a tax, then Harmony will not count those dollars towards the tax calculation. If this is incorrect, it can result in a sizable problem to solve in the future. It is highly recommended that your categories are carefully reviewed and tested by generating pay cards and reviewing them before an actual pay is processed and posted.

Payroll Category Types

There are seven (7) types of permanent payroll categories that you can add and four (4) temporary payroll categories. The type that you add will determine the company-level behavior of your payroll category.

A permanent payroll category is a category that your company will regularly use whenever you process payroll in Harmony. A temporary payroll category is not a regular payout or is not regularly scheduled, such as loans or bonuses, that are short-term. Temporary payroll categories can apply to some pay periods as needed.



Permanent Payroll Categories

There are six (6) permanent payroll category types you can add: Permanent Earnings, Permanent Deductions, Basic Salary, Permanent Benefits, Accruals, and Tax.



The payroll categories of the 'Basic Salary' type are predefined. You will not be able to change or add more payroll categories in this type. However, if you deleted the payroll categories of this type by mistake, you will be able to re-add them.

1. Permanent Earnings

Earnings are any monetary compensation given to the employee typically. They result in paying dollars out on the employee's check and are compared against tax tables, even if there are no taxes taken out. Permanent earnings payroll categories will be your hourly wages, salary, bonuses (if not taxed), and/or commissions.

2. Permanent Deductions

A permanent deduction is any monetary amount, other than taxes, taken from the employee's pay. They can be deductible before or after taxes (cannot be taxable). Deductions can include insurance or retirement deductions.

3. Basic Salary

Your basic salary payroll categories are system-generated. While the numbers in these payroll categories can be changed, all other fields cannot. These payroll categories are vital to pay out to your employees. You can also define how your employees will get paid (i.e. salary or hourly).

4. Permanent Benefits

A permanent benefit can refer to an item that is tracked and may be taxable, but it is not paid out to the employee. In contrast to your permanent earnings, it does not add dollars to the gross amount paid to the employee. It increases the amount that may be taxable. For example,



personal use of company equipment and other items, in which the employee receives, are a tangible benefit that needs to be taxed, but not actual dollars.

5. Accruals

Accruals are used to track the quantity that is added to an employee's total accrued, such as sick time or vacation. Harmony uses an accrual code to calculate the total an employee earns in a specific paycard. An employee's balance will include the current accrual amount as year-to-date (YTD). Your accrual payroll categories are also associated with your earnings, since they are used to reduce the balance when the employee is paid.

6. Taxes

Your income taxes are dollar amounts calculated against other dollar amounts or percentages, usually a combination of earnings and benefits, with deductions possibly being removed. Each tax can behave differently. Some taxes are managed entirely by Harmony, while others will require you to input values manually. Taxes can be paid by the employer or by the employee.

- **If paid by the employer:** The taxes are not taken from the employee's pay (e.g. state/federal withholding).
- **If paid by the employees:** The taxes are taken from the employee's gross pay (e.g. federal income tax, state income tax).



Take care in deciding whether your tax payroll category will be paid by the employer or the employee. Once you have saved this payroll category, you will not be able to make changes to that field.



Temporary Payroll Categories

Temporary or variable payroll categories are similar to the permanent payroll categories. You can add three (3) different temporary payroll category types: Temporary Earnings, Temporary Deductions, and Temporary Benefits. Unlike permanent payroll categories, temporary ones allow you to apply the payroll category to particular pay periods for particular employees. On the other hand, permanent payroll categories can only be disabled or deleted.



If you want to create a Bonus payroll category that is taxed, you will need to create a temporary/variable earning. If this payroll category is not taxed, you can create a permanent earning.



Creating Your Payroll Categories

1. Navigate to Payroll Setup > Payroll Categories.
2. Click on the “+ Payroll Category” at the top-left corner.
3. Select and choose the type you’d like to create. Refer to [Payroll Category Types](#) to learn more.



Alternatively, if you would like to duplicate an existing payroll category, there is a button for this at the bottom of the screen. You will then need to change the duplicated category’s code and name to ensure it is unique.

4. Enter in the required information and check off the taxes that this payroll category is subject to. A detailed explanation of the functions of the general fields and tabs are below.
5. Click the save icon to save your changes.



Adding or changing payroll categories that impact an employee while that employee has an active, unposted paycard will result in Harmony clearing the paycard. This may adversely impact your payroll. It is recommended that payroll categories are added or maintained between payrolls (i.e. before beginning a new payroll, but after posting your previous payroll).

Permanent Earning
< [] >
← Back to Category list

Status Active
Entitlement Default to new employee
↻ Revert Changes
📄 🗑️

Basis 📄 Salary
Add to Gross Pay
Details fx

Code

Name

Paystub abbreviation

Proration

Amount

Always

Order

Show on paystub

Subject to:

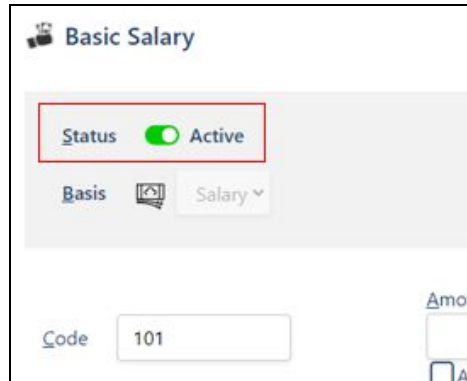
301	Federal income tax	<input checked="" type="checkbox"/>
302	Federal extra income tax	<input type="checkbox"/>
303	Federal Social Security tax	<input checked="" type="checkbox"/>
304	Federal Medicare tax	<input type="checkbox"/>
305	Federal Additional Medicare tax	<input type="checkbox"/>
701	Federal Social Security tax (ER)	<input type="checkbox"/>



Payroll Category Details Tab

The setup for your payroll categories are divided into two (2) tabs: Details and Formula. The initial screen will allow you to define the basic details of your payroll category, including the name of your payroll category, its rates/amounts, as well as the taxes it is subjected to. The fields you see on your screen are dependent on the payroll category type you selected. The following are common fields that are applicable to most payroll category types:

- **“Status” Toggle:** This toggle changes the active/inactive status of your payroll category. If it is inactive, you will not be able to use this payroll category and cannot assign it to employees.



- **“Entitlement” Toggle:** This toggle identifies whether this payroll category will be defaulted to your new employees automatically. This will be useful if this is a payroll category that is always used, so you do not have to manually add this payroll category to a new employee.



Even if this toggle is on (will be defaulted to every new employee), it may be harmful if required information is not entered. For example, if you switched this toggle on for the payroll category ‘Hourly Wages’, yet you do not add a rate for a new employee, this payroll category will not be calculated for the new employee.

- **“Basis”:** Identifies how this payroll category should be calculated.



- **‘Salary’:** Indicates that the earning will be input as a dollar value. It is required to indicate the type, but if this value will apply for all employees, you can include the value under **“Amount”** (refer below). If the value is different for all employees, you will need to



include the amount in the employee's master paycard (accessed via Payroll Employees > Assign Payroll Category). You can define a default amount for a given employee or you can enter a different amount every pay period.

- **'Units'**: Selecting this option will calculate a dollar value based on a number of units (hours) multiplied by a rate. If this rate will apply for all employees, you can include the rate under "Rate" (refer below). If the rate is different for each employee, you will need to include the rate on the employee's master paycard (accessed via Payroll Employees > Assign Payroll Category). However, the rate can also be set each pay period, if needed.
Note: This option is only available for Earnings, Deductions, Benefits, and Accruals.
- **'Percentage'**: Calculates the payroll category, such as contributions and taxes, based on assigned percentages.
- **'Calculated'**: This is an advanced option to calculate special and custom taxes based on your company setup and requirements. Paymate's developers will encrypt a formula script into your database to fit your needs. For more information, please contact Paymate Support directly.
- **"Add to"**: This is a view-only field that indicates whether the payroll category will be added to the gross pay or the net pay in the employee's paycard.

The screenshot shows the configuration for a 'Basic Salary' payroll category. The 'Add to' dropdown menu is highlighted with a red box and is currently set to 'Gross Pay'. Other visible options include 'Status' (Active), 'Basis' (Salary), and 'Entitlement' (Default to new employee).

- **"Paid by"**: Only available for tax payroll categories, you can identify whether this tax is paid by the employer or employee.

The screenshot shows the configuration for a 'Tax' payroll category. The 'Paid by' dropdown menu is highlighted with a red box and is currently set to 'Employee'. Other visible options include 'Status' (Active), 'Basis' (Percentage), and 'Entitlement' (Default to new employee).



- **“Code”**: Identifies the unique code for your payroll category. It can be a combination of letters and numbers. This can be changed at any time.

The screenshot shows a configuration form for a payroll category named 'Basic Salary'. It includes a status toggle set to 'Active', a 'Basis' dropdown menu set to 'Salary', and a 'Code' text input field containing '101'. Below these are 'Name' and 'Salary' text input fields.



It is best practice to have a categorization system for your payroll categories. For example, all your earnings can be in the ‘100s’ series, such as 101, 102, 103, etc. This will allow you to easily organize your payroll categories.

- **“Name”**: Identifies the unique name for the payroll category. This will be used for your paystubs, paycards, and reports. This can be changed at any time.
- **“Paystub Abbreviation”**: Identifies an abbreviation, or shortened name, for the payroll category that will appear on your paystubs. This will be helpful if your payroll category name is too long.
- **“Units Refer to”**: This option is only available if your payroll category is based on ‘units’. This field identifies what your ‘units’ will be, such as ‘hours’, ‘days’, or ‘other’. If ‘other’ is selected, you will be required to indicate what your units are, such as kilometers or miles.
- **“Rate/Amount”**: Identifies the rate (if in ‘units’) or amount (if ‘salary’) for this payroll category. If “Always” is checked, this number will automatically populate in the employee’s master paycard (accessed via Payroll Employees > Assign Payroll Category) and cannot be changed at the employee level.

Note: This option is only available for Earnings, Deductions, Benefits, and Accruals.



We recommend to leave this box unchecked if the rate or amount does not apply to all your employees. This way, you will be able to change the rate or amount for each employee in your master paycard, if needed.

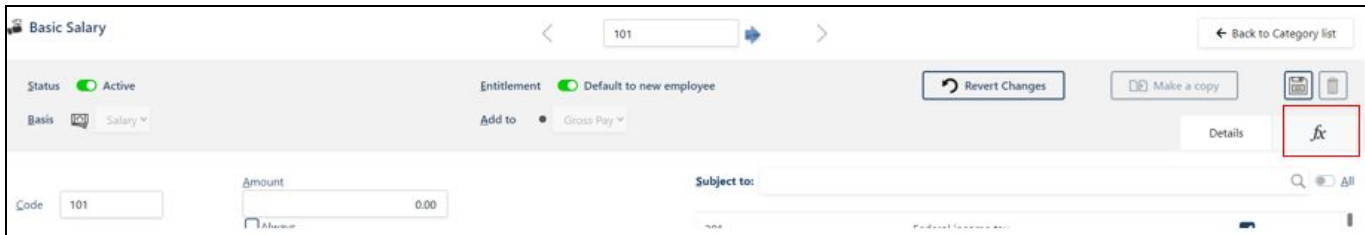
- **“Order”**: Identifies the order that this payroll category will appear in your reports. If two or more payroll categories have the same order, they will appear alphabetically, according to the paystub abbreviation.



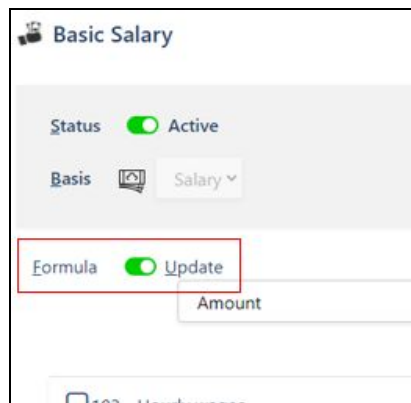
Payroll Category Formula Tab *fx*

Using a formula is a very flexible and simple way to program Harmony to calculate an amount based on another code or make a calculation. For example, you can use a formula to make commission or bonus calculations, or to calculate vacation.

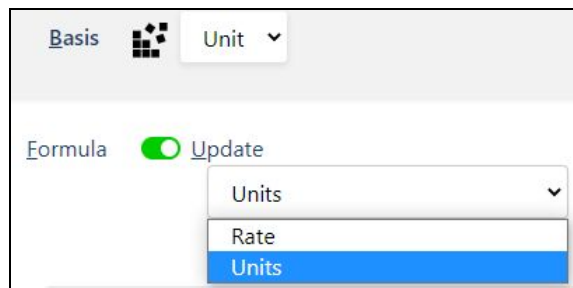
1. Navigate to Payroll Setup > Payroll Categories.
2. Click “+ **New Payroll Category**” if you would like to input the formula into a new payroll category, or select an existing payroll category to include the formula into an existing one.
3. Click on the “Formula” tab.



4. Activate the formula by clicking on the “Update” toggle.



5. If you selected “Units” as the “Basis”, you will need to identify if the values in your formula will be a rate or units.



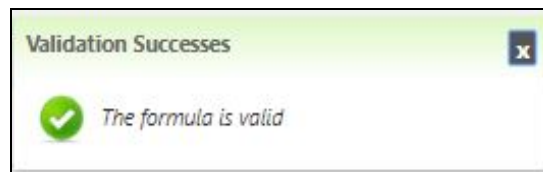
6. Define your formula using the calculator on the right side of the screen. Use your mouse and cursor to access the calculator buttons to enter in the formula. The entered formula is visible at the bottom of the page.
 - o To include other payroll categories in your formula, check off the particular payroll category from the left side of the screen.
 - o Available buttons: Division (“/”), Multiplication (“x”), Subtraction (“-”), Addition (“+”), Parentheses (“(”, “)”), Decimal (“.”), Backspace (“⌫”), Clear (“⌫”).



Note: Parentheses, or brackets, are used to group variables together, or specify a particular order or operations. The Backspace button will erase one character at a time. The Clear button will erase the entire formula box.

- “*Employee Rate*”: Employee’s billing rate. This can be viewed/changed from the employee’s payroll profile (Payroll Employees > Employee List).
- “*Assigned Units*”: If your payroll category is based on ‘**salary**’, this will not apply. If your payroll category is based on ‘**units**’, this number will be the employee’s assigned units from their master paycard (Payroll Employees > Assign Payroll Category).
- “*Assigned Rate/Amount*”: Depending what your payroll category is based on, either ‘**salary**’ or ‘**units**’, this will be the employee’s assigned amount or rate, respectively. This number will come from the employee’s master paycard (Payroll Employees > Assign Payroll Category).

7. Once your formula has been entered and confirmed to be accurate, click the “**Validate**” button. This will confirm that the formula is valid.



8. Once Harmony confirms that your formula is valid, click the save icon to save your changes.

Creating and validating formulae can be complex. Let’s go through three (3) examples of how you can use formulae to your advantage.



Sample #1: Taking a percentage of another payroll category

This payroll category (“Commission”) takes a percentage (5%) of the total dollar amount of another payroll category (“101 - Salary”).

Formula Update Pre-defined Processing order

Rate

101 - Salary
 102 - Hourly wages
 103 - Overtime 1.5
 104 - Overtime 2

EMPLOYEE RATE
ASSIGNED UNITS
% ASSIGNED RATE

7 8 9 / (
4 5 6 x)
1 2 3 + -
0 .

VALIDATE

Formula area

$(101 - \text{Salary}) * 5.00 / 100.00$

Quick View

0033 - Gomes, Jennifer
2020-01-06 - 2020-01-19

	Current	YTD
Salary	1,000.00	15,400.00
Training Wages	0.00	0.00
Commission	50.00	50.00



Sample #2: Multiply a number with the units of another payroll category

This payroll category will multiply a number (25%) with the number of units of another payroll category (“102 - Hourly Wages”). The result will be X times the number of units based on the original payroll category.



Ensure that your formula is set to ‘units’ to take the units of another payroll category.

For example, in the image below, the formula/expression is as follows:

$$('102 - \text{Hourly wages}') * 0.25$$

If an employee worked 15 hours using the ‘102’ payroll category, then the resulting equation will be:

$$(15 \text{ hours}) * 0.25 = 3.75$$

Formula Update Pre-defined Processing order

Units

101 - Salary
 102 - Hourly wages
 103 - Overtime 1.5
 104 - Overtime 2

EMPLOYEE RATE
ASSIGNED UNITS
% ASSIGNED RATE

7 8 9 / ()
4 5 6 x)
1 2 3 + -
0 .

VALIDATE

Formula area

("102 - Hourly wages")*0.25



Sample #3: Multiply a number with the rate of another payroll category

This will multiply a number with the rate of another payroll category. This can be used if the employee's rate of pay is variable. Note that this will not calculate overtime, as the overtime formula will perform that function. Instead, this value will take the base rate of the target hourly payroll category and multiply with the specified number.



Ensure that your formula is set to 'rate' to take the rate of another payroll category.

For example, in the image below, the formula/expression is as follows:

$$('102 - \text{Hourly wages}') * 1.5$$

Assuming that an employee's base rate is \$12/hour, then the resulting equation will be:

$$(\$12/\text{hour}) * 1.5 = \$18/\text{hour}$$

Formula Update Pre-defined Processing order

Rate

101 - Salary

102 - Hourly wages

103 - Overtime 1.5

104 - Overtime 2

7 8 9 / (

4 5 6 x)

1 2 3 + -

0 .

VALIDATE

Formula area

('102 - Hourly wages')*1.5

Bi-Weekly 26 Bi-weekly (26 Pay periods) 01/06/2020 - 01/19/2020

<input checked="" type="checkbox"/>	Number <input type="text"/>	Employee Name <input type="text"/>	Category <input type="text"/>	Units <input type="text"/>	Rate <input type="text"/>	Total <input type="text"/>	Other <input type="text"/>
<input type="checkbox"/>	(0035)	Gaylard, Leia	Hourly wages	80.00	12.00	\$960.00	<input type="text"/>
<input type="checkbox"/>	(0035)	Gaylard, Leia	FactorAgRate	10	18.00	\$180.00	<input type="text"/>



Two-Tiered Calculations



Two-tiered calculations are only available to these payroll categories based on salary: Permanent/Temporary Earnings, Permanent/Temporary Deductions, Permanent/Temporary Benefits, and Permanent/Temporary Accruals.

A two-tiered calculation is a group of four (4) fields that work together when you need Harmony to calculate differing percentages based on a tiered threshold. These fields are used when creating a benefit or deduction that uses a formula. You can add as many tiered rules as you need and can be calculated by percentage or amount. The key field here is the “Prorate Threshold”. It determines if the year-to-date amount is based on the gross dollars of the benefit/deduction code formula, or if it is based on the year-to-date calculated for the code.

If you have “Prorate Threshold” checked, then the annual threshold will be the split point for the two tiers in your calculation. The amount entered here will be divided by the number of pay periods. For example, if \$50,000 is entered for a monthly payroll, then the amount will be $\$50,000/12 = \$4,166.67$. For amounts up to \$4,166.67 per month, then the “Percentage to apply to lower tier” will apply. For amounts above \$4,166.67, then the “Percentage to apply to upper tier” will apply.

If you leave “Prorate Threshold” unchecked, then the annual threshold will be the split point for the two tiers in your calculation. For example, if \$500 is the annual threshold, the “Percentage to apply to lower tier” will apply until the year-to-date amount of the payroll category reaches \$500. After this threshold is reached, then “Percentage to apply to upper tier” will apply.

How to Activate Two-Tiered Calculation

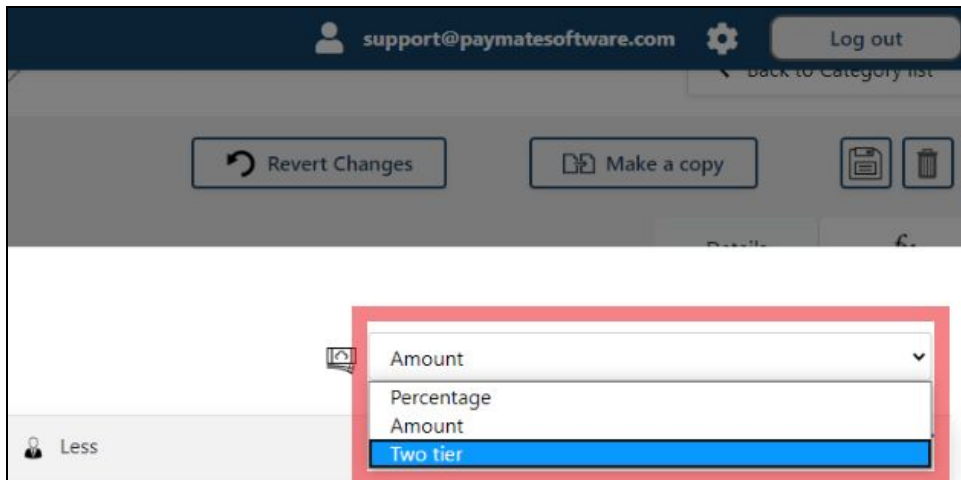
1. Navigate to Payroll Setup > Payroll Categories
2. Select the payroll category you’d like to activate two-tiered calculation for.



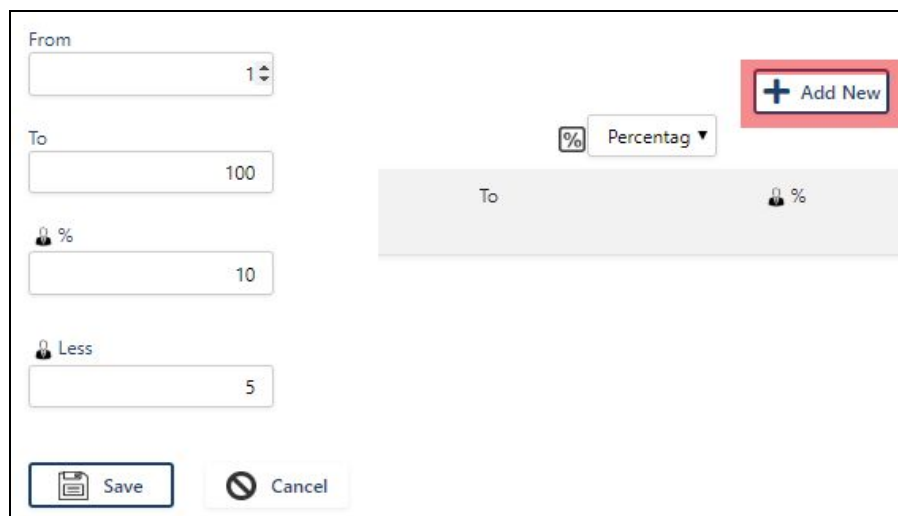
Two-tiered calculations are only available for existing payroll categories. If you’d like to create a new payroll category that uses two-tiered calculations, please save the payroll category first.

3. Select the “Basis” field to be **‘Salary’**.
Note: ‘Unit’ is not compatible with two-tiered calculations.
4. Navigate to the Formula tab.
5. Toggle on the Formula.
6. Click the **“Apply two-tiered calculation”** button on the bottom-left corner, under the formula area box. A pop-up window will appear.
7. Select how you would like to calculate: Percentage, Amount, or Two Tier.

The screenshot shows a configuration window for a payroll category. At the top, the status is 'Active'. Below that, the 'Basis' field is set to 'Salary'. The 'Formula' tab is selected, and the 'Amount' option is chosen. A list of payroll categories is shown with checkboxes: '102 - Hourly wages' is checked, while '103 - Overtime 1.5', '104 - Overtime 2', '105 - Vacation paid', and '106 - Sick paid' are unchecked. The 'Formula area' contains the text '(102 - Hourly wages)*0.25'. At the bottom, the 'Apply two tiered calculation' button is highlighted with a red box.



8. Click the “+ Add New” button to add a new rule.

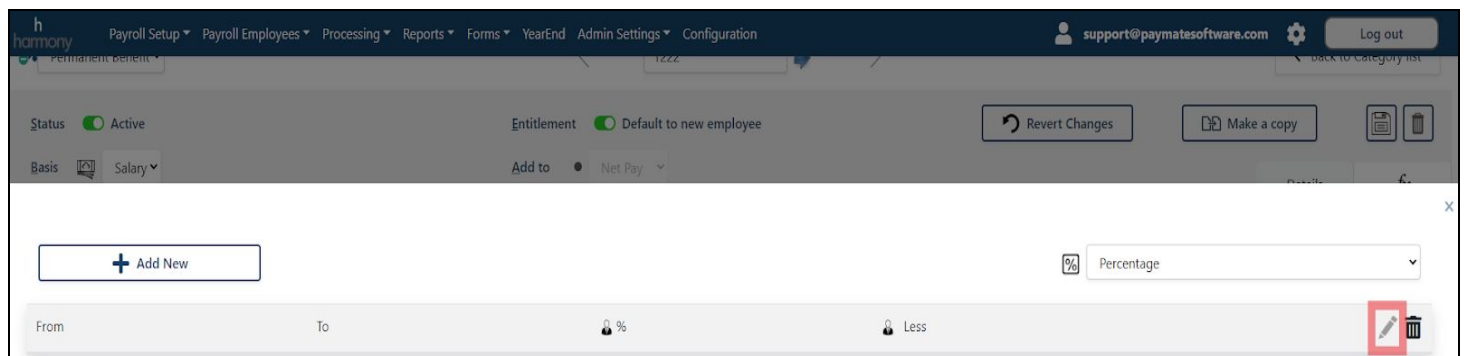


9. Input all fields on the left side.

Note: The “Less” field is optional.

10. Click on the “**Save**” button to save the rule.

11. To edit an existing rule, click the pencil icon next to the rule you’d like to edit.





Fields Specific to Payroll Category Type

In addition to the general fields that are not specific to the payroll category type, your payroll categories may include an additional field depending on the type:

- **“Minimum (Per Amount)”**: Identifies the minimum amount per pay. If **“Always”** is checked, this will be the default minimum amount for any employee that is assigned this payroll category. Changes made to the minimum in the employee’s master paycard for this payroll category will be ignored.

Note: This applies to your permanent/temporary benefits, permanent/temporary deductions, permanent/temporary contributions, and tax payroll categories.

- **“Maximum”**: Identifies the maximum amount. It can be calculated either (a) by the employee’s year-to-date amount, (b) the company’s year-to-date amount, or (c) as a percentage of net pay. If **“Always”** is checked, this will be the default maximum amount for any employee that is assigned this payroll category. Changes made to the maximum in the employee’s master paycard for this payroll category will be ignored.

Note: This applies to your permanent/temporary benefits, permanent/temporary deductions, permanent/temporary contributions, and tax payroll categories.

- **“Employee’s Year-to-Date Amount”**: Bases the amount on the Year-to-Date amount calculated for the payroll category. So if it is 3% of earnings and the default maximum is \$5,000, then the employee would accumulate \$5,000 in this category. Each time the employee is paid, 3% is calculated based on formula in the general tab. If this was based on salary, the employee would be paid \$166,666,67 before 3% would stop at \$5,000.
- **“Company’s Year-to-Date Amount”**: Examines the total for the entire company and stops when the total amount of this code is equal to the ‘Default maximum’. If the default



maximum is 50,000 and the formula is 10% then this amount will stop at \$500,000 total paid across the company.

- “% of Net Pay”: Applies to the maximum based on the percentage of Net Pay. The % Net Pay option is only available for your permanent/temporary deductions payroll categories.

- “Reset Balance to Zero at Year End” Toggle: Identifies whether this payroll category will be reset to zero at year-end. If you’d like this category to carry over each year, such as vacation, leave this toggled off.

Note: This only applies to your Accruals payroll categories.



When you close your year in Harmony, the system will ask you about the payroll categories with this toggle to ensure what you intend is what will occur at the moment the new year files are created.

- “Subject to (tax)”: If the payroll category is subject to a tax, payroll tax, worker’s compensation, or accrual code, the checkbox beside tax should be checked off here. If a payroll category is exempt from a tax or does not contribute toward an accrual percentage of worker's compensation calculation, then the checkbox should be left unchecked.

Note: This applies to your permanent/temporary earnings and permanent/temporary benefits payroll categories.



If a tax is checked, it does not mean that the tax will be charged. Some amounts may not meet a tax minimum or the employee may not have earned enough to pay certain taxes.

Subject to:		Search	All
301	Federal income tax	<input type="checkbox"/>	
302	Federal extra income tax	<input type="checkbox"/>	
303	Federal Social Security tax	<input type="checkbox"/>	
304	Federal Medicare tax	<input type="checkbox"/>	
305	Federal Additional Medicare tax	<input type="checkbox"/>	
701	Federal Social Security tax (ER)	<input type="checkbox"/>	



Incorrectly marking something as subject to a tax or neglecting to do so can have a tremendous impact during tax season. Be certain and verify your selections with your tax professional. Harmony does not verify the correctness of a decision on this page. It simply calculates based on the settings in these boxes. It is up to you to ensure the accuracy of your settings.



- **“Deduct before (tax)”**: If the payroll category must have certain taxes deducted, the checkbox beside the tax should be checked off here. Otherwise, the checkbox should be left unchecked.

Note: This applies to your permanent/temporary deductions payroll categories.

Deduct before:		
301	Federal income tax	<input type="checkbox"/>
302	Federal extra income tax	<input type="checkbox"/>
303	Federal Social Security tax	<input type="checkbox"/>
304	Federal Medicare tax	<input type="checkbox"/>
305	Federal Additional Medicare tax	<input type="checkbox"/>
701	Federal Social Security tax (ER)	<input type="checkbox"/>



Be certain and verify your selections with your tax professional. Harmony does not verify the correctness of a decision on this page. It simply calculates based on the settings in these boxes. It is up to you to ensure the accuracy of your settings.

- **“Based on (payroll categories)”**: If the payroll category is based on another payroll category, the checkbox beside the payroll category should be checked here. Otherwise, the checkbox should be left unchecked.

Note: This applies to your permanent/temporary contributions payroll categories.

Based on:		
101	Salary	<input type="checkbox"/>
102	Hourly wages	<input type="checkbox"/>
103	Overtime 1.5	<input type="checkbox"/>
104	Overtime 2	<input type="checkbox"/>
203	Vacation paid	<input type="checkbox"/>
205	Sick paid	<input type="checkbox"/>



- **“Subject to (payroll categories)”**: If the payroll category is subject to another payroll category, the checkbox beside the payroll category should be checked off here. Otherwise, the checkbox should be left unchecked.

Note: This applies to your taxes payroll categories.

Subject to:			🔍	🔴 All
101	Salary	<input type="checkbox"/>		
102	Hourly wages	<input type="checkbox"/>		
103	Overtime 1.5	<input type="checkbox"/>		
104	Overtime 2	<input type="checkbox"/>		
203	Vacation paid	<input type="checkbox"/>		
205	Sick paid	<input type="checkbox"/>		

- **“Payout (payroll categories)”**: An earning which will be used to pay the actual amount accrued to the employee.

Note: This applies to your accruals payroll categories.

Payout:			🔍	🔴 All
103	Overtime 1.5	<input type="checkbox"/>		
104	Overtime 2	<input type="checkbox"/>		
203	Vacation paid	<input type="checkbox"/>		
205	Sick paid	<input type="checkbox"/>		
105	Salary Advance	<input type="checkbox"/>		
122	Allowance	<input type="checkbox"/>		



Assigning Payroll Categories to Employees

You will need to assign your payroll categories to your employees to properly run payroll. While it is possible to mass remove payroll categories from your employees' paycards by payroll group, Harmony will not allow you to do this if the payroll category contains historical data for that payroll group.

Assigning One Payroll Category to One Employee

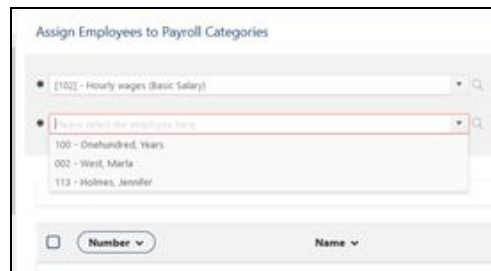
The ability to assign a payroll category to groups of employees can be convenient if you create a new payroll category that is to be assigned to more than one employee.

1. Navigate to Payroll Setup > Assign Payroll Categories.
2. Select the payroll category you want to assign from the first dropdown list.

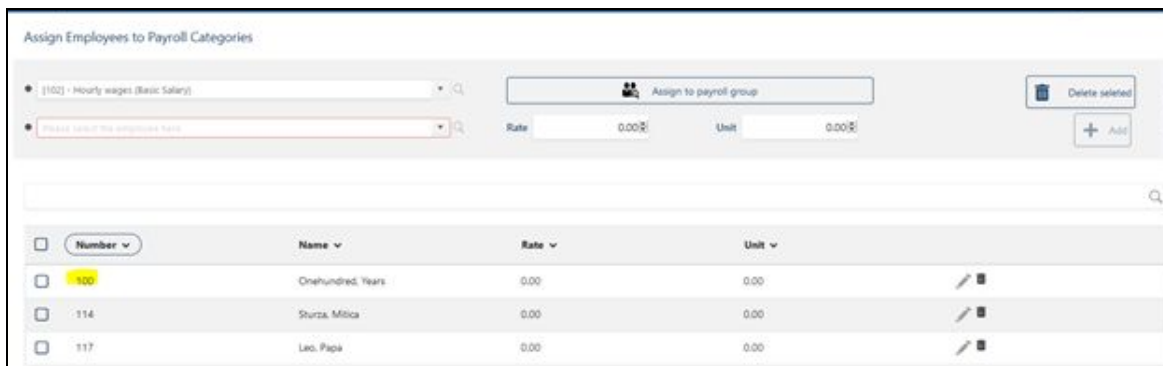


Employees who are already assigned the payroll category will appear in a list at the bottom of the page.

3. To assign the selected payroll category to one employee, select their name in the second dropdown list. Only employees who are not assigned the selected payroll category will appear in this list.



4. Identify the amount/rate/units if it is the same for all employees. If it is different for all employees, enter '0'.
5. Click the **"Add"** button. The employee is now assigned the selected payroll category and will appear at the list at the bottom of the screen.





Assigning Payroll Categories to a Payroll Group or All Employees

1. Navigate to Payroll Setup > Assign Payroll Categories.
2. Select the payroll category you want to assign from the first dropdown list.
3. Click on the “Assign to Payroll Group” button.

Assign Employees to Payroll Categories

>[101] - Salary (Basic Salary) [Search]

Please select the employee here [Search]

Amount 0.00

Assign to payroll group

4. Select the payroll group(s) you want to assign this payroll category to.

Assign to payroll group [Close]

Payroll Group Code	Payroll Group name
<input checked="" type="checkbox"/> Mnth 010	Monthly PG

5. Click on the “Save” button to save your changes.

Success [Close]

✓ Payroll Groups Successfully Loaded



To assign the payroll category to all employees, simply select all payroll groups. This option also works to mass update the amount/rate/unit by payroll group.



Assigning Multiple Payroll Categories to One Employee

The ability to assign multiple payroll categories to one employee can be convenient if you have a new employee. There are a couple ways you can do this.

Method #1

When you activate a new employee, you can instantly add all default payroll categories in their employee profile (Payroll Employees > Employee List > Select an employee). These will be the payroll categories in which you have the “Default to new employees” toggle on. This process can occur only once if no payroll categories were previously assigned to the employee.

The screenshot shows the 'Employee Details' form for an employee with ID 9030, BEAVERS, AVERY. The payroll status is 'Active'. The payroll group is 'Monthly PG - Monthl' and the tax state is 'Minnesota'. The 'Add default payroll categories' toggle is currently set to 'NO' and is highlighted with a red box.

For more information, review the section on [Payroll Employees](#).



Method #2

1. Navigate to Payroll Employee > Assign Payroll Category.
2. Select the employee you want to assign payroll categories to. The employee's assigned categories will appear. You can filter this list using the filter options if the employee is already assigned categories.
3. Click the “+ Add New” button to add payroll categories to your selected employee.

4. Select the payroll category you want to assign to the employee. You can search for the payroll category by typing the name or code into the box, or select from the dropdown menu.

5. Identify the amount/rate/units. If the payroll category is calculated with a formula, enter in “0”.



If your selected payroll category has the “Always” checkbox checked in its setup, you will not be able to change these values.

6. Click on the “**Save**” button to save your changes.



Deleting Payroll Categories

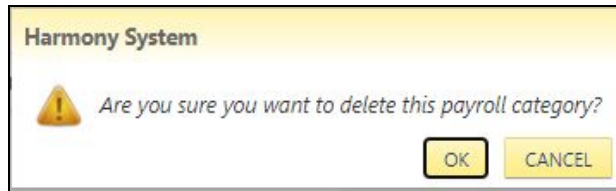


If a payroll category has historical data, or is assigned to an employee with no historical data, it cannot be deleted.

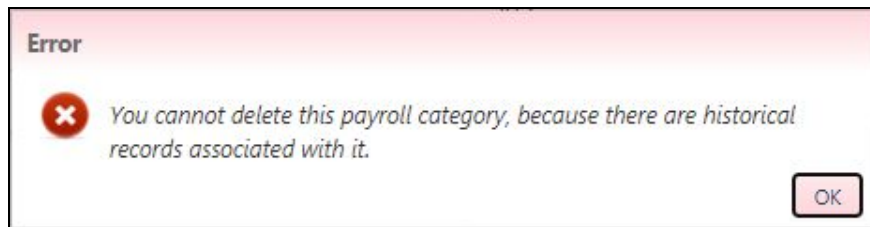
1. Navigate to Payroll Setup > Payroll Categories.



2. Select a payroll category using the three (3) dots next to it.
3. Click the delete icon to delete the payroll category.
4. A window will appear to confirm that you'd like to delete the payroll category. Click "OK".



5. Harmony will indicate whether you've successfully deleted the payroll category. If not, you will receive an error message.





Assigning Your Tax Form Boxes

This is where you can identify which tax form boxes your payroll categories will apply to. All payroll categories will apply here, with the exception of your accruals payroll categories. Depending on the payroll category type, different tax for boxes will be visible.



Accuracy of tax forms and filing of tax forms in a timely fashion is the customer's responsibility.

1. Navigate to Payroll Setup > Assign Tax Form Boxes. A list of all the payroll categories will appear. Under each payroll category, you will see the tax forms that are already assigned.
2. Select the payroll category using the three (3) dots on the right side.
3. Use the toggle to activate or deactivate the form and box as needed.

Form	Box	Description	Sub box	Text
1099-MISC	1	Rents		<input type="checkbox"/>
1099-MISC	13	Excess golden parachute payments		<input type="checkbox"/>
1099-MISC	2	Royalties		<input type="checkbox"/>
1099-MISC	3	Other income		<input type="checkbox"/>
1099-MISC	5	Fishing boat proceeds		<input type="checkbox"/>
1099-MISC	6	Medical and health care payments		<input type="checkbox"/>
1099-MISC	8	Substitute payments in lieu of dividends or interest		<input type="checkbox"/>
1099-MISC	10	Gross proceeds paid to an attorney		<input type="checkbox"/>

4. In some instances, a dropdown field will appear in the "Sub Box" column. This field allows you to select a code related to the tax form box. Harmony will only assign values to the boxes on this tax form based on each individual payroll category setup. The form assignment can be corrected at any time, up to the point when you create the forms.

W2	11	Box 11	- No code assigned	<input type="checkbox"/>
W2	12	Box 12	- No code assigned	<input type="checkbox"/>
W2	14	Box 14	O - Other	<input type="checkbox"/>
W2	08	Allocated tips	O - Other	<input type="checkbox"/>
WCB	OT	Overtime subject to Workers' compensation	NJF - NJ Private Family Leave Insurance	<input type="checkbox"/>
WCB	VACATION PAID	Vacation paid subject to Workers' compensation	NJD - NJ Private Disability Insurance	<input type="checkbox"/>
			R - Revenue Ruling 59-354	<input type="checkbox"/>

5. Click the save icon on the top-right of the page to save your changes.



If you have previously created any tax form records and require changes, please recreate your tax forms after you have made your changes.



General Ledger (GL) Setup and Maintenance

One of the optional last steps in a pay run is to export your payroll to your GL. Harmony provides exports for any major accounting package. If your GL software doesn't appear to be represented, please contact Paymate Support for more information. Harmony Payroll also supports two dimensions, allowing you to maintain each segment separately. This will limit the overall maintenance on your GL accounts and your chart of accounts will remain clean.

Harmony is very flexible when it comes to GL number entry. In most cases, GL numbers are entered without special characters, such as punctuation and hyphens, because most GL systems prefer that imported information does **not** include special characters.

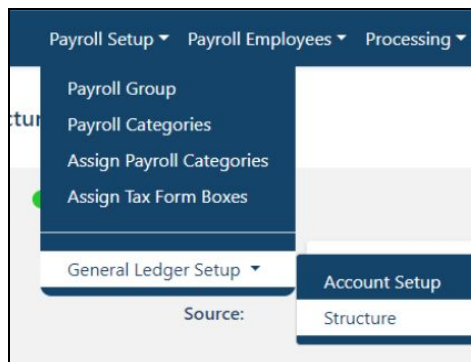
Setting Up Your GL

Setting up your GL in Harmony Payroll is straightforward and simple.

I. Define Your GL Structure

You will only need to set up your GL structure once and is required, since it is necessary to export your GL accounts. Harmony provides a predefined structure for your convenience, but you will be able to create your own customized structure if needed.

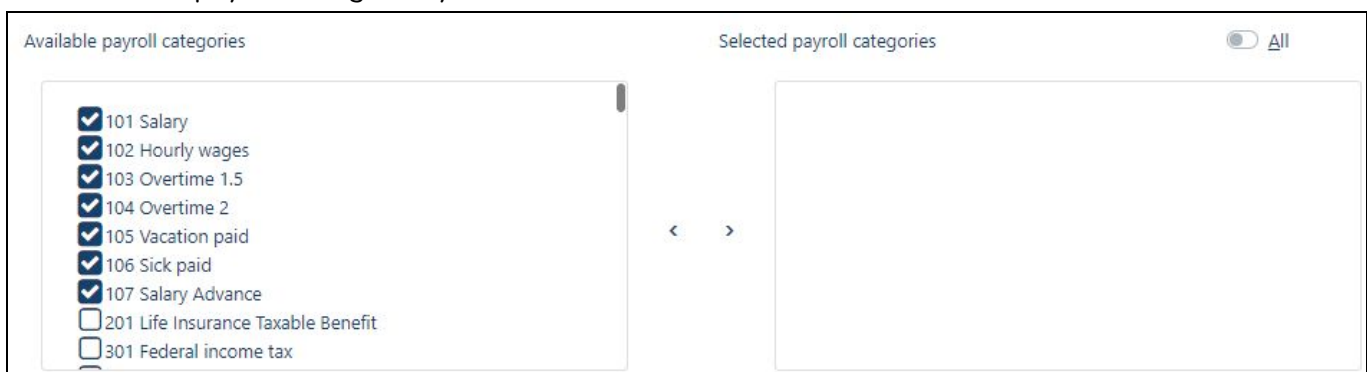
1. Navigate to Payroll Setup > General Ledger Setup > Structure.



2. Click the “+ New” button to define a new structure.
3. Enter in the “Name” and “Source”.
4. Ensure that your GL structure is active by using the toggle on the top left.



5. A list of “Available Payroll Categories” is on the bottom-left of the page. Check off the payroll categories you wish to select.





6. Click the arrow (“>”) button to include the selected payroll categories.

Available payroll categories

- 201 Life Insurance Taxable Benefit
- 301 Federal income tax
- 302 Federal extra income tax
- 303 Federal Social Security tax
- 304 Federal Medicare tax
- 305 Federal Additional Medicare tax
- 305 MS inc.tax Mississippi income tax
- 306 Missouri income tax
- 307 Montana income tax

Selected payroll categories

- 101 Salary
- 102 Hourly wages
- 103 Overtime 1.5
- 104 Overtime 2
- 105 Vacation paid
- 106 Sick paid
- 107 Salary Advance



If you've mistakenly added a payroll group, simply check off the incorrectly-added payroll category and click the opposite arrow (“<”) to remove it from the list.

7. Build your debit and credit structure on the right side. You can select any combination of “(Payroll) Category GL”, “Department GL”, “Department code”, and hyphens (“-”).

Debit

Category GL x - x Department code x

Credit

Category GL x - x Department code x | x

8. Click the save icon on the top-right of the page to save your changes.



II. Define Your GL Accounts

1. Navigate to Payroll Setup > General Ledger Setup > Account Setup.
2. You will notice two (2) tabs to enter in your accounts - “Payroll Category” and “Department”. Enter your debit accounts and credit accounts for each applicable payroll category and/or department. Refer to our [Payroll Categories](#) section for more information about your payroll categories or refer to the *Harmony Setup Manual* for more information about your departments.

Payroll Category		
Payroll Category	Debit Account	Credit Account
101 Salary	91022	
102 Hourly wages	91022	
103 Overtime 1.5	91022	
104 Overtime 2	91022	
105 Salary Advance	22500	
106 Salary Advance Recovery		22500
122 Allowance	22500	

Department		
Department	Debit Account	Credit Account
1 Main	1	1
101 Admin	123	123
102 Support	124	124

3. Click the save icon on the top-right of the page to save your changes.



III. Create Your GL Export Interface

Harmony provides a range of standard GL interfaces that is compatible with most accounting softwares. If you would like a custom GL export interface that better fits your needs, please contact Paymate Support.

Harmony can export your GL in two ways - directly or indirectly. If *directly (seamless)*, Harmony will automatically connect with your accounting application to export your GL. If *indirectly (file-based)*, you will need to export your GL into a .CSV file before uploading it to your accounting application. This means that you will need to create a GL export interface before you can export. Contact Paymate's support team if you're not sure if a direct integration is available for your accounting application.

To create your GL export interface, follow these steps:

1. Navigate to Admin Settings > Interfaces > GL Export Interfaces.
2. Click **“+ New”** to add a new GL export interface.
3. Enter in the required fields.
 - a. “Code” and “Name” must be unique.
 - b. Check off “Export with dashes” if this applies to your interface.
 - c. Identify the “Layout” and “File Name”.
4. Click **“+ New”** to add a new export field.
5. Enter in the required fields.
 - a. “Code” and “Name” must be unique.
 - b. “Type” indicates the nature of the field.
 - c. “Length” indicates how long the field will be in your export.
 - d. Checking off “Required” will force you to enter in a value when exporting your GL.
 - e. Checking off “Reset” will reset the value to zero.
6. Click the save icon on the top-right of the page to save your changes.



Your GL export interface must be set up prior to your first attempt to export your GL records. It is best practice to test the GL process before using this feature live.



Troubleshooting Your GL Records

If you see a red checkmark next to a created GL record, this indicates that something is amiss in your GL settings, such as a missing payroll category or department in your GL accounts, or your debit/credit accounts do not balance. The error message will be displayed at the bottom-left corner of your screen and you can click into this document icon to check the balances.

The screenshot shows a list of GL records with checkboxes and a red checkmark icon next to the first record. Below the list is an 'Output' section with a summary of success, errors, warnings, and messages, and a specific error message for the first record.

<input type="checkbox"/>	PAUL, GEDDES - 4 (01/15/2020 - 1)	✓
<input type="checkbox"/>	SHAWN, CAMPBELL - 35 (01/15/2020 - 1)	
<input type="checkbox"/>	MARK, MACLEAN - 33 (01/15/2020 - 1)	
<input type="checkbox"/>	RICHARD, HIEBERT - 30 (01/15/2020 - 1)	
<input type="checkbox"/>	CHRISTINA, PAPE - 29 (01/15/2020 - 1)	
<input type="checkbox"/>	LEROY, STEVENS - 27 (01/15/2020 - 1)	
<input type="checkbox"/>	RICK, DROLET - 20 (01/15/2020 - 1)	
<input type="checkbox"/>	BRAD, HOLOWATIUK - 18 (01/15/2020 - 1)	
<input type="checkbox"/>	MICHAEL, VANDERWATER - 16 (01/15/2020 - 1)	
<input type="checkbox"/>	AMBER, TUNNEY - 14 (01/15/2020 - 1)	

Output

0 Success 1 Errors 0 Warnings 0 Messages

PAUL, GEDDES - Error Not balanced

If you cannot resolve your issue, please take a look at [Paymate's Knowledge Base](#), or contact Paymate Support.



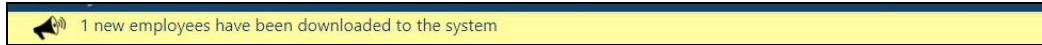
Payroll Employees

All employees that you have created or imported into Harmony are brought over to your Payroll module. However, not all your employees may be a part of your payroll, so you will have to activate your employees in the Payroll module to include them in your payruns.

1. Navigate to > Payroll Employees > Employee List.



If you have added new employees into Harmony, there will be a notification at the top of the page.



2. You will see a list of all your employees, including whether they are active in your payroll module. Select an employee using the three (3) dots next to their name.

Employee ID	Name	Status	Payroll Type	Actions
0079	Potter, Megan	Inactive		NEW, [Menu]
10036	Figo, Luis	Active	Monthly - Monthly	[Menu]



Activating and Setting Up Your Employees

If this is your first time using Harmony, you will need to assign your employees to a payroll group and set up their taxes and payment methods.

- **“Payroll Status” Toggle:** Activates or deactivates this employee in the Payroll module.
 - **“Payroll Group”:** Identifies what payroll group this employee is a part of.
 - **“Tax State(s)”:** Identifies which states’ taxes will be calculated for this employee.
 - **“Add default payroll categories” Toggle:** Assigns all default payroll categories when toggled on (green). This toggle will only apply prior to the first save of this employee.



If you save this employee without turning on this toggle, then return to this page to toggle it on, the default payroll categories will not be assigned. Likewise, if you toggle it on and save, then add a new default payroll category, the new payroll category will not be assigned.

- **“Billing Rate”:** Indicates whether the employee is hourly, salary/daily, or neither. If hourly or salary/daily, you will need to indicate their rate.



This field is only a label. It does not affect the values put into their master paycard.

- **“Receive paystubs/tax slips by email”:** Indicates whether your employee will receive their paystubs and/or tax slips via a password-protected PDF email attachment. If so, you will need to set up the employee’s receiving email, as well as the password to access the PDF file. For more information, view [Setting Up Your Employee’s Password to Access Important Documents](#).



The password you create here will be encrypted for security purposes and will be used by the employee to access their paystubs. Remember to provide this password to the employee!



If your employees are set up to receive paystubs by email, you must have your email settings configured. Refer to the *Harmony Setup Manual* for more information.

- **“Payment Method”:** Identifies how the employee will be paid - by cash, direct deposit (EFT), or check.



If your employee is paid via direct deposit (EFT), you must include their banking information in their employee profile. View [Setting Up Your Employee’s Bank Account\(s\)](#) for more information.



Setting Up Your Employee's Bank Account(s)



Ensure that the employee's "Payment Method" is set to "Direct Deposit".

If your employee is paid by direct deposit (EFT), then you will need to set up the employee's bank account in their employee profile. Harmony has the ability to add multiple bank accounts to a single employee, in the event that you would like to divide the employee's earnings this way. For example, you can direct 80% of an employee's earnings to one bank account, and the remaining 20% to another bank account. Likewise, you can direct \$100 to one bank account and the remaining balance to another.

					Other	Bank accounts	Federal Tax	State(s) Tax
+ NEW		<input type="checkbox"/> Prenote				Amount	Percentage	
ORDER	Routing no.	TYPE	ACCOUNT NO	AMOUNT				
1	123456	CHECKING	123456	1,000.00				
2	234567	SAVINGS	234567	00.00				

1. Navigate to Payroll Employees > Employee List.
2. Select an employee using the three (3) dots next to their name.
3. Click on the "Bank Accounts" tab to set up your employee's bank account(s).
4. Select whether you'd like to enter the values in percentages or dollar amounts.



If you are entering the values in dollar amounts ("**Amount**"), you can enter "0" into a subsequent account to deposit the remaining balance into it.

5. Click "+ NEW" to add a new bank account for the employee.
6. A pop-up window will appear. Enter the employee's banking information.
 - a. "Order": This is the order of bank accounts that the employee's pay will be deposited.
 - b. "Routing Number" and "Account Number": These are fields that your employee must provide to you.
 - c. "Type": Determines what kind of account it is - either credit card, checking, or savings.
 - d. "Amount"/"Percentage": The amount or percentage of the employee's pay that will be deposited into this account.



If you are entering the values in percentages, entering '100' in the "Percentage" field will mean you will be depositing 100% of the employee's earnings into this bank account. If you are entering the values in amounts, enter in the dollar amount that will deposit into this bank account.

7. Click the "**Save**" button to save your changes.



Setting Up Your Employee's Password to Access Paystubs



Ensure that the employee's email address is included in their employee profile.

To send your employee's paystubs as password-protected PDF email attachments, you will need to set up the employee's email address in their employee profile, as well as a password for your employee to securely access their attachments. For instructions on how to add an email address to your employee's profile, please refer to your *Harmony Setup Manual*.

1. Navigate to Payroll Employees > Employee List.
2. Select the employee by clicking the three (3) dots next to their name.
3. Activate the "Receive paystubs by email" and/or the "Receive tax slips by email" toggles.
4. An additional "Password" field will appear. Enter in the password your employees will use when opening their paystubs or tax slips files. You can use the "Show password" toggle to view the employee's password, in case they request it again.



The password you create here will be encrypted for security purposes and will be used by the employee to access their paystubs. Remember to provide this password to the employee!

Receive paystubs by email:	<input checked="" type="checkbox"/> YES
Password:	<input type="password" value="....."/>



If your employees are set up to receive paystubs by email, you must have your email settings configured. Refer to the *Harmony Setup Manual* for more information.



Setting Up Your Employee’s Tax State(s) and Taxation Information



Setting up your employee’s tax state must be done before you process payroll. This will allow Harmony to calculate your employee’s taxes based on the state’s tax rates.

1. Navigate to Payroll Employees > Employee List.
2. Select an employee using the three (3) dots next to their name.
3. On the left side, you will see a dropdown field for “Tax state(s)”. Select the appropriate tax state(s) for this employee.

The screenshot shows the 'Employee Details' form for Timothy Parker. The 'Tax state(s)' dropdown is set to 'Montana x'. Other visible fields include: ID: 3395, Last hire date: 12/29/20, Payroll status: Active, Payroll group: Monthly PG, Billing rate: 0, and Payment method: Cash.

Setting Up Your Employee’s Federal Tax

1. Navigate to Payroll Employees > Employee List.
2. Select an employee using the three (3) dots next to their name.
3. At the bottom of the screen, select the “Federal Tax” tab

The screenshot shows the 'Federal Tax' tab with several exemption toggles: 'FICA employee exempt' (NO), 'FICA employer exempt' (NO), and 'Medicare employee exempt' (NO). A 'Calculation' section is expanded, showing options for 'Exempt', 'Pension paid', 'Regular withholdings calculation' (set to Annualized), and 'Supplemental withholdings calculation' (set to None).

4. Use the toggles to identify if the employee is exempt from FICA and/or Medicare. Expand the “Calculation” tab to view additional fields.



Harmony will handle all software tax updates for you and your federal tax information will change according to your tax calculations. Any item adjustments entered, however, must be updated each year when the tax tables change.



Your employees must submit their federal tax information every year, as it will not carry forward to the next year.

5. Click the “**Save changes**” button to save your changes.

Setting Up Your Employee’s State Tax

1. Navigate to Payroll Employees > Employee List.
2. Select an employee using the three (3) dots next to their name.
3. At the bottom of the screen, select the “State(s) Tax” tab.

Other Bank accounts Federal Tax State(s) Tax

W4-Montana -

Total Allowances 0.00

Exempt

Regular withholdings calculation Annualized (default) ▾

Supplemental withholdings calculation None (default) ▾



Assigning Employees to Payroll Groups

Your employees must belong to a payroll group to include them in your payrolls. For more information on what a payroll group is or how to create one, please refer to the [Payroll Groups](#) section.



Ensure that you have at least one (1) payroll group created.

1. Navigate to Payroll Employees > Employee List.
2. Select an employee using the three (3) dots next to their name.
3. On the left side of the page, you will see a dropdown field for “Payroll group”. Select the appropriate payroll group for this employee.

The screenshot shows the 'Employee Details' form for Timothy Parker. The fields are as follows:

ID: 3395	PARKER, TIMOTHY	Last hire date:	12/29/20
Payroll status:	<input checked="" type="checkbox"/> Active	Payroll group:	Monthly PG - v
Tax state(s):	Montana x	Billing rate:	0
Add default payroll categories:	<input checked="" type="checkbox"/> YES	Payment method:	Cash



We do not recommend that you change an employee's payroll group after a payroll has been processed with this employee.

4. Click the **“Save changes”** button to save your changes.



Processing Payroll



All aspects of Harmony Payroll should be thoroughly tested and verified before processing live payrolls. Harmony is extremely functional and flexible, but requires all aspects to be set up properly for a successful payroll.

Prerequisites to Processing Payroll

At a minimum, the following should be properly set up:

- *Company Information
- *At least one (1) payroll group (created and assigned to employees)
- *Payroll Categories (created and assigned to employees)
- *Employees are activated in Harmony Payroll and have the required fields completed
- General Ledger (GL) Accounts, Structure, and Interface (optional)
- Company Bank Accounts (optional; required if you have employees paid via EFT)
- Employee Email Settings for Emailing Paystubs and Tax Slips (optional; required if emailing paystubs to employees)



Although some settings can always be changed in Harmony later (e.g. GL structure, etc.), they should always be accurately and correctly set up before processing any payrolls to avoid unexpected results.



Harmony's Payroll Process Wizard

Harmony's Payroll Process Wizard is a great tool to help you easily and quickly process payroll.

1. Navigate to Processing > Payroll Process Wizard.
2. At the top of the page, underneath the navigation bar, is the steps to go through the Wizard. You can click each step or use the arrows at the sides of the page to move to another step, but Harmony will not allow you to move forward if you have missed a required step.

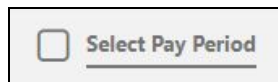
Note: All steps are required, with the exception of Timesheets, Create Bank File, and Reports.



Beside each step is a checkbox.

- A blank checkbox indicates that no action has been taken in this step.
- A blue checkmark indicates that the step is completed.
- A yellow checkmark indicates that the step is pending or has not yet been completed.
- The **“Complete”** button allows you to check off the steps you have completed. A blank box or a yellow checkmark will turn into a blue checkmark if you click this button. Be sure to save before clicking this button to save your changes!

I. Select Pay Period



1. Select a “Payroll Group” and the pay period (“Payroll process period”) of which you would like to pay your employees. Your pay periods are automatically taken from your selected payroll group’s pay calendar. For more information, refer to the [Payroll Groups](#) section.

Payroll process period	01/06/2020	01/19/2020	
Payment Date	12/09/2019	12/22/2019	🔒
	12/23/2019	01/05/2020	🔒
	01/06/2020	01/19/2020	
	01/20/2020	02/02/2020	
	02/03/2020	02/16/2020	
	02/17/2020	03/01/2020	



If you see a lock icon next to a pay period, it means that the payroll for this pay period has been posted previously.

2. Select a “Payment Date”. This is automatically brought from your payroll group’s pay calendar, but you can change this date if needed.
3. By default, your paycard type is set to **‘Regular’**, but it can be changed if necessary. Harmony handles three (3) paycard types:
 - a. **‘Regular’**: This is the default type that is used for regular payrolls.



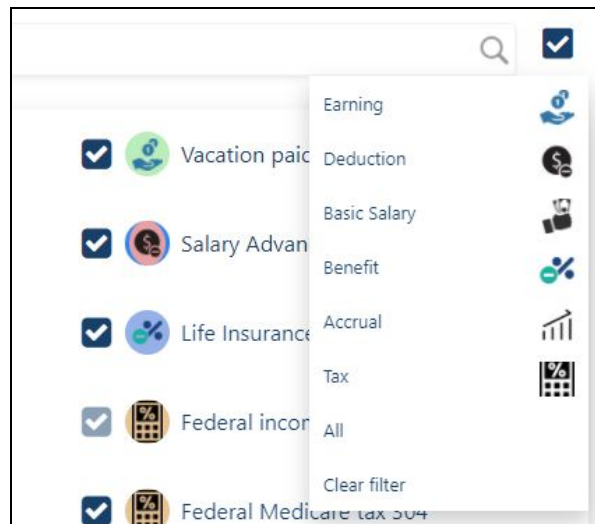
- b. **'Special'**: This is often used for irregular payrolls, such as advances, bonuses, or extra pay that is not defined in your payroll group's pay calendar.
 - c. **'Adjustment'**: This is used to adjust your payroll or employee history for any reason, such as payrolls that were processed by mistake or if certain employees were excluded.
4. Check or uncheck the payroll categories that are applicable to this pay period. Checking a payroll category will enable it for this pay period. Unchecking one will disable it for the pay period.



Harmony will retain the enabled/disabled payroll categories from your previous pay run. If you enable/disable a payroll category only for one pay run, remember to disable/enable it in your next pay run!



Use the filter options and the search bar to quickly find the payroll category you're looking for!



5. Click the save icon to save your changes.



6. Click the **“Complete”** button to complete the first step. Once you see a blue checkmark next to the first step, you can move onto the second step!



You can always return to this step to enable/disable a payroll category before posting, as long as you rollback your paycards and delete your timesheets. Remember to save and complete the step once you make your changes!



II. Edit Timesheets


As mentioned earlier, this step is one of the few that are not mandatory. This step only applies for your hourly employees, so you may skip it if you do not have hourly employees.


Your employees' timesheets can be entered in two ways: Manually entered or imported from a file. It is also possible to do both; Import from a file and make individual adjustments if necessary.




If you purchased Harmony's Time & Attendance module, your employees' timesheets will automatically be brought over to your Payroll module once the timesheets have been approved.

Manually Entering in Your Employees' Timesheets

1. On the right side, you will see a list of your hourly employees. Click the  icon to add them into this pay run.
2. Edit the "Units" (hours) and "Rate" fields as required for each employee. These fields may automatically be populated according to your employee's Payroll Category settings.

<input type="checkbox"/>	Number ▾	Employee Name ▾	Category ▾	Units ▾	Rate ▾	Total ▾	Other
<input type="checkbox"/>	(004)	Wilson, Jo	Hourly wages	80.00	25.00	\$2,000.00	

The above fields capture the employee's total units for the whole pay period. But you can also edit your employees' timesheets according to each day in the selected pay period by selecting the three (3) dots in the timesheet. Remember to save your changes!

Wilson, Jo									
Employee Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hourly Rate	Add Other
Wilson, Jo (004) Hourly wages							Dec 20 0.00		
	Dec 21 8.00	Dec 22 8.00	Dec 23 8.00	Dec 24 8.00	Dec 25 0.00	Dec 26 10.00	Dec 27 0.00	25.00	
	Dec 28 8.00	Dec 29 0.00	Dec 30 0.00	Dec 31 0.00	Jan 01 0.00	Jan 02 0.00			

3. Use the "+" icon or the trash bin icon to add a new timesheet for another payroll category or delete the timesheet, respectively.

Wilson, Jo ✕

Please select a payroll category ▾

- Overtime 1.5
- Overtime 2



- Once you have saved your changes, review all your employees' timesheets to ensure they are accurate. This is very important in avoiding missing or incorrect timesheet entries.
- Once you have reviewed for accuracy, click the save icon to save your changes and then click the **“Complete”** button to complete the step. After you see the blue checkmark appear, you're ready to move onto the next step.



Importing Your Employees' Timesheets

Importing data can work in a number of ways. It typically encompasses both auto-populating paycards for each employee in the payroll group as well as importing data from an outside source.



To import your employees' timesheets, you must ensure that an import interface has been defined and tested. If not, your timesheets may not import correctly. For more information, refer to the [Import Interfaces](#) section.

- Click the import icon at the top-right corner of the page.
- Click the folder icon to identify the location of the file from your computer.



- Select the appropriate import file.
- Click the **“Process”** button to import the file.
- All your employees' timesheets according to the imported file should automatically populate their respective fields. Review all the timesheets to ensure they are accurate.





<input type="checkbox"/>	Number ▾	Employee Name ▾	Category ▾	Units ▾	Rate ▾	Total ▾	Other
<input type="checkbox"/>	(001)	Grey, Meredith	Hourly wages	120.00	40.00	\$4,800.00	
<input type="checkbox"/>	(004)	Wilson, Jo	Hourly wages	50.00	25.00	\$1,250.00	
<input type="checkbox"/>	(005)	Shepherd, Amelia	Hourly wages	80.00	40.00	\$3,200.00	
<input type="checkbox"/>	(006)	Webber, Richard	Hourly wages	100.00	60.00	\$6,000.00	

- Once you have reviewed for accuracy, click the save icon to save your changes and click the **“Complete”** button to complete this step. After a blue checkmark appears, you're ready to move onto the next step.



III. Process Payroll

The third step in the Wizard is to actually process your employees' payroll. You will be able to view their paycards after processing. Paycards indicate all values for all assigned payroll categories for each employee and are created every pay run. Paycards can be one of five (5) statuses:

-  **Pending / Rolled Back:** These paycards have not yet been created, or were created but were successfully rolled back. You will need to recreate this paycard.
-  **Processed:** These paycards were created successfully.
-  **Warning:** These paycards were created and you can still continue to the next step, but you may want to double-check them. Reasons for these warnings are displayed at the bottom of the screen in the 'Output Status' box.
-  **Error:** The paycard has not been created and there may be something wrong. Commonly, you may need to adjust or check the payroll category setup for an employee. Reasons for these errors are displayed at the bottom of the screen in the 'Output Status' box.

It is also important to note that your salaried employees are brought here as well. Their paycards will automatically be populated according to master paycard information.



Before beginning this step, your employees' bank account information and password information in their profile are also required if you're paying by direct deposit. Refer to the [Activating and Setting Up Your Employees](#) section for more information.

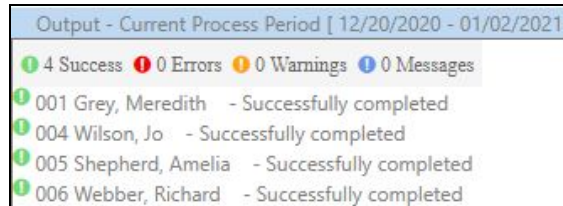
1. Select the employee(s) that you'd like to process payroll for by using the checkbox next to their name. You can use the filter options to filter the employees by their paycard status or check all of them at once.



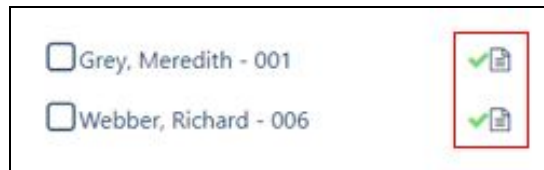
2. Click the **“Process”** button to process your payroll and create your employees' paycards. You may see a change in the paycards' status once Harmony completes this process.



3. At the bottom-left of the screen, in the 'Output Status' box, you will see the status of the paycards. If you have any errors, warnings, or messages, you will see the reason why.



4. To see the details of an employee's paycard, click on the icon next to their name.



5. The employee's paycard will appear on the right side. To modify the values in their paycard, click the "Edit" button at the bottom of the paycard. You can also click the "Payroll Category" button to adjust the employee's assigned payroll categories.





Editing Your Employee's Paycard

Changes made here are temporary and will not apply in your next pay run.

1. Click on the **“Edit”** button at the bottom of the employee's paycard.
2. Make the necessary edits. You can use the **“Overwrite”** checkbox to make a manual change, but Harmony will automatically calculate the employee's taxes based on their employee profile and the latest Canadian tax tables.



It can be helpful to use the **“Overwrite”** checkbox to make a manual calculation, in cases such as deduction or permanent contribution.

		Units	Rate	Amount	
101 Salary				0.00	
102 Hrly wages	Hours	80.00	25.00	2000.00	<input type="checkbox"/> Overwrite
103 OT 1.5	Hours	0.00	37.50	0.00	
104 OT 2	Hours	0.00	50.00	0.00	
105 Vac. paid				0.00	
106 Sick paid				0.00	
107 Salary Advance				0.00	
Gross Salary				2000.00	
301 Fed. inc. tax				243.06	
302 Fed. ext. tax				0.00	
303 Fed. SS. tax				124.00	
304 Fed. M. tax				29.00	
305 Fed. Add M. tax				0.00	
Net Salary				1603.94	
701 Fed. SS. tax ER [Company]				124.00	
702 Fed. M. tax ER [Company]				29.00	
703 Fed. unem. ins. [Company]				46.00	
502 Vac pay				100.00	<input checked="" type="checkbox"/> Overwrite
				[0.00]	
503 Sick pay				0.00	<input type="checkbox"/> Overwrite



We do not recommend using the **“Overwrite”** checkbox to make changes to your federal tax, state tax, unemployment insurance, or another payroll category related to income tax as it may make irreversible changes in your payroll.

3. Click on the **“Process”** button to save your changes and update the employee's paycard.



Updating Your Employee's Payroll Categories in Their Paycard

With this option, you can add, enable/disable, and/or update the employee's assigned payroll categories.



Changes made in this option will be saved for your future pay runs. If your intention is only to make changes for the current pay run, remember to reverse your changes in your next pay run!

1. Click on the **"Payroll Category"** button at the bottom of the employee's paycard.
2. Click the pencil icon next to the particular payroll category to change the values if necessary. To enable/disable particular payroll categories, use the appropriate toggle.
3. To assign a payroll category to the employee, click the **"+ Add New"** button at the top-left corner of the screen.
4. Enter the appropriate fields as required.
5. Click on the save icon to save your changes.
6. Click the **"Back to process"** button on the top-right of the screen to return to the Wizard.

	Opening amount	Opening units		Min/Max
Salary 101			0.00	
Hourly wages 102			25.00	80.00
Overtime 1.5 103			0.00	0.00
Overtime 2 104			0.00	0.00

7. To see the changes you've made in your employee's paycard, select the employee and click the **"Rollback"** button.
8. If the rollback was processed successfully, select the same employee and click the **"Process"** button once more.
9. If the paycard was processed successfully, you can now click the same paycard icon and see the updates you've made.
10. Repeat this process if you need to continue to make changes. If all paycards are accurate, you can view your payroll journal by clicking the **"Payroll Journal"** button. You will be able to view other reports later. If something is amiss in your payroll journal, perform a rollback and make the necessary changes.
11. Once you have confirmed that all items are accurate, click the **"Complete"** button. After the blue checkmark appears, continue to the next step.



IV. Print Checks and Print/Email Paystubs



Everytime you print a check, the “Last Check #” will be automatically populated according to your last printed check.

1. Enter the “Starting Check #”.
2. Select the appropriate “Payment Date”. By default, it will be set to a date specified in your payroll group’s pay calendar, or the date you indicated in the first step of this run.
3. If required, enter a short broadcast message that will be displayed.
4. Select the “Pay by” method.



Everytime you change the “Pay by” field, you must click on the save icon for Harmony to register this field and update the table of employees.

5. Select the “Style”. This will change how your checks/paystubs are printed/emailed.



To select a custom style, ensure that you have it created in Configuration > Checks and Paystubs first. After it is created, you can select “User-defined layout” in this field. Because it is a custom style, you will not be able to select “Paystub/Check Options” nor “Check Adjustment”.

6. Select the “Sort Order”. This will change the order that your checks/paystubs are printed.
7. Expand the Items to be printed on the paystub and Items to be printed on the check sections. Select the items that you’d like to be printed on these. If you are using a custom check or paystub, these items will not apply.

The screenshot shows a configuration window with the following sections:

- Pay by:** Direct deposit (dropdown)
- Style:** Cheque & Paystub (dropdown)
- Sort order:** Employee number (dropdown)
- Items to be printed on the paystub:**
 - Employee name
 - Employee number
 - Employee address
 - Employee SSN
 - Employee's bank accounts
 - Cheque/Voucher number
 - Cheque date
 - Paystub date format: mm/dd/yyyy (dropdown)
 - Company name
 - Company address
 - Department
 - Job title
 - Payroll group
 - Pay period dates
 - Year to date amounts
- Items to be printed on the cheque:**
 - Cheque/Voucher number
 - Print the dollar figure in letters only
 - Print a dollar sign (\$) next to the cheque amount
 - Cheque date format: mm/dd/yyyy (dropdown)
 - Company name
 - Company address



Remember to select a date format for your paystubs and checks!

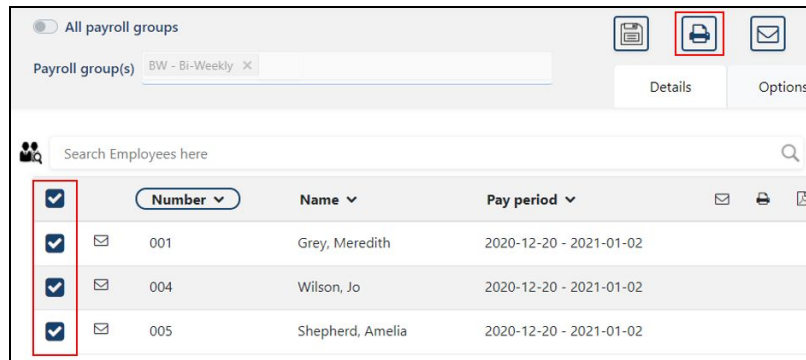
8. Click on the save icon to save your changes.
9. To print your employees’ checks and paystubs, select the applicable employees and click the print icon. If you are emailing your paystubs, go to step 11.



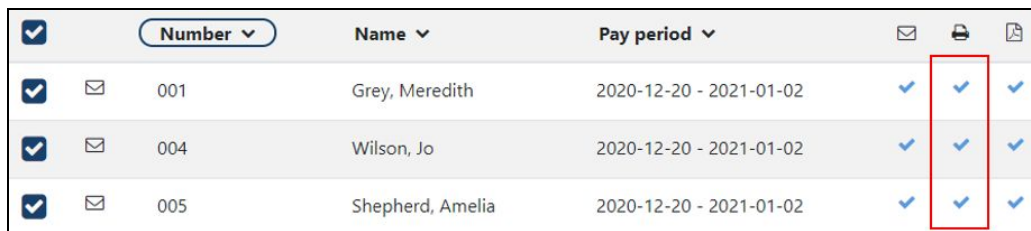
If you are printing your checks and paystubs, you may need to adjust your printer and checks. You can do this by going to the “Options” tab. To move things left or right, input



a negative or positive value in the “Horizontal” field. To move things up or down, input a positive or negative value in the “Vertical” field.



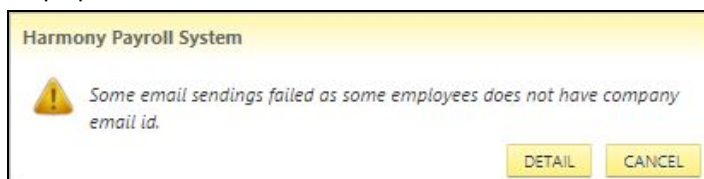
10. Once you’ve printed your paystubs and checks, you will see a blue checkmark next to the employees that you’ve printed for.



11. Employees who have their emails set up in their employee profile are indicated in the table. To email their paystubs, select the applicable employees and click the email icon. You can use the search bar and filter options to easily select the correct employees.



Note: If you’ve selected employees who do not have an email icon next to their name, a warning will appear. If you do not set up the employee’s email, your employee will not receive their paystubs via email.





12. Add a subject and body to the email.

Emails will be sent to 3 employees

Subject of the outgoing emails:

Body of the outgoing emails:

13. Click the **“Send Emails”** button to send the emails. Your paystubs will be sent as a password-protected PDF attachment. You will see a blue checkmark in the email column in the list of employees if your emails were sent successfully.

<input type="checkbox"/>	<input type="checkbox"/>	Number ▾	Name ▾	Pay period ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	001	Grey, Meredith	2020-12-20 - 2021-01-02	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	004	Wilson, Jo	2020-12-20 - 2021-01-02	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	005	Shepherd, Amelia	2020-12-20 - 2021-01-02	<input checked="" type="checkbox"/>		



Remember to provide your employees their respective passwords so they can securely access their paystubs! For more information, refer to the [Setting Up Your Employee's Password to Access Important Documents](#) section.

14. Once your checks and paystubs have been printed and/or emailed, click the **“Complete”** button. After the blue checkmark appears, continue to the next step.



V. Create Bank File(s)



Before beginning this step, ensure that your company bank account has been set up and that you have an existing bank interface that has been tested. Please see the [Company Bank Accounts](#) and [Setting Up a Bank Interface](#) sections for more information.

1. By default, your bank interface will be selected. You can change this selection by clicking **“Back to data export list”** and selecting a different one.



While it is possible to set up more than one bank account in Harmony Payroll, you can only have one that is your default ‘company bank account’ at one time. This will be the one that is automatically selected. If you want to change it, you can do so manually.

2. Change the **“Deposit Date”** and items to include if needed.

The screenshot shows the 'Bank File' configuration form. The 'Name' field contains 'ACH'. The 'Company bank' dropdown is set to 'ACH'. The 'Deposit date' is '01/04/2021'. The 'Include' dropdown is open, showing options: 'Transaction and Prenotes' (highlighted in blue), 'Transactions only', and 'Prenotes only'. A left-pointing arrow is next to the 'Deposit date' field.

3. You can also include other payroll groups if you’d like to combine employees from different payroll groups into one bank file.
4. Click on the create icon at the top-right of the screen to create your bank file.

This screenshot shows the 'Bank File' form with additional options. The 'Active' toggle is turned on. The 'Payroll group(s)' dropdown is set to 'All payroll groups'. The 'Deposit date' is '01/04/2021'. The 'Include' dropdown is set to 'Transaction and Prenotes'. A right-pointing arrow is on the right side. A red box highlights the 'Create' icon (a document with a plus sign) at the top right.

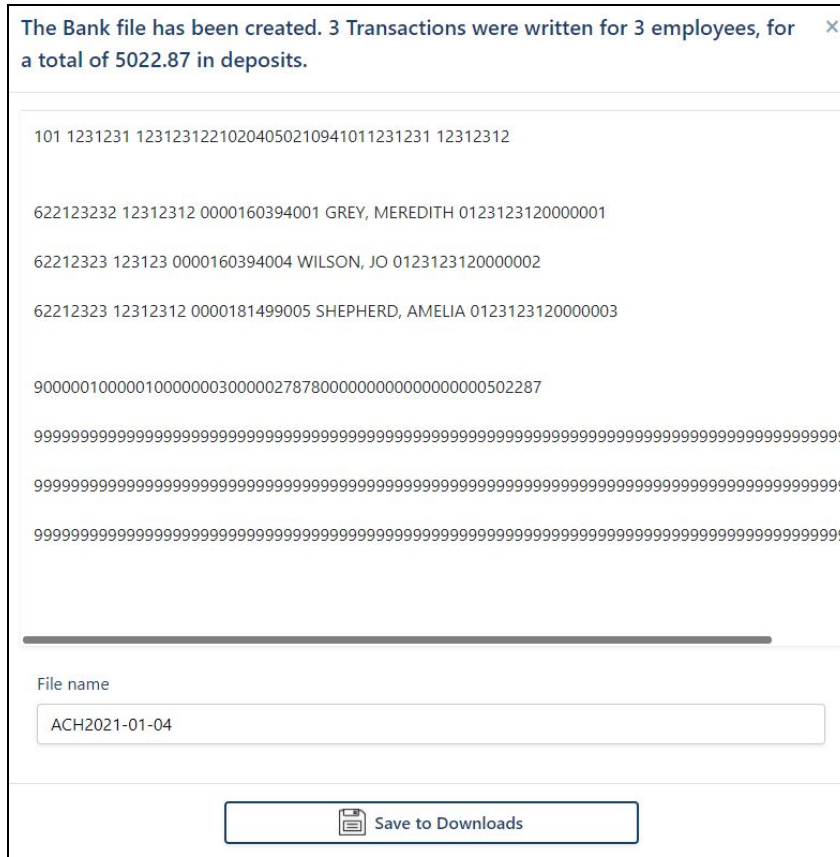
5. A pop-up window will appear to indicate the number of transactions that were written and the total deposit value. Enter in a file name at the bottom of this pop-up window.



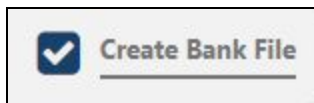
The file name you enter here is very important, as it will indicate which file you will be sending to the bank. If you use a file name that you’ve previously used, you may mistakenly send the wrong file to the bank.



6. Click the **“Save to Downloads”** button at the bottom of the pop-up window to save the file into your computer’s default download folder. If you’re not sure where it was saved, look into your browser settings or ask your IT department.



7. Follow your bank’s instructions on how to upload your bank file to send it to the bank. This will be done external to Harmony. Contact your bank for more information.
8. Once your bank file has been created and downloaded to your computer, click the **“Complete”** button. After a blue checkmark appears, continue to the next step.





VI. Reports (In-Progress)

All reports in the Wizard are related to the current payroll you are processing. Available reports include your payroll journal, deposit register, check register, and posting balance sheet. All reports can be printed, emailed, and/or downloaded for your convenience.



1. To open a report, click on the three (3) dots next to the report you'd like to open.



Some reports may require you to enter in additional fields, such as a date range. You can also use the additional options to make your report specific to the filters.

2. Click the “**Open**” button.
3. Your selected report will open automatically in a pop-up window.
4. The toolbar at the top of the pop-up window is easy to navigate and use. Use the appropriate buttons to print, email, and/or download the report.

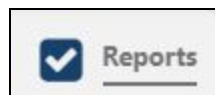


If you do not see this toolbar at the top of your screen, your screen resolution size may have affected this. To fix this, try zooming out in your browser.



We highly recommend that you save these reports, as you will not be able to access or recreate these reports after you have posted your payroll.

5. Once you have viewed, saved, and/or printed all necessary reports, click the “**Complete**” button to complete the step. After a blue checkmark appears, continue to the next step.





Payroll Journal

The payroll journal includes all your paycards that are entered for your selected pay period.



We recommend that you print and analyze your payroll journal before printing your checks and posting your payroll, so you can discover and correct any errors early. We also recommend that you keep a hard copy of this report for future reference.

Payroll journal				
000002_DemoCompanyUSA			Page 1	
Payroll group: BW				
Pay period: 1(12/20/2020 to 01/02/2021)			Payment date: 01/04/2021	
001	Grey, Meredith	Pay group: BW	Depa.: 002	El group:
Salary		\$2,000.00	Fed. inc. tax	\$243.06
Vac pay		\$0.00	Fed. SS. tax	\$124.00
Vac pay balance		\$0.00	Fed. M. tax	\$29.00
Vac. paid		\$0.00	Fed. SS. tax ER	\$124.00
Sick pay		\$0.00	Fed. M. tax ER	\$29.00
Sick pay balance		\$0.00	Fed. unem. ins.	\$46.00
Sick paid		\$0.00		
Total payments		\$2,000.00	Total deductions	\$396.06
			Net pay	\$1,603.94
004	Wilson, Jo	Pay group: BW	Depa.: 003	El group:
Hrly wages (80.00 Hours @ \$25.00)		\$2,000.00	Fed. inc. tax	\$243.06
Vac pay		\$0.00	Fed. SS. tax	\$124.00
Vac pay balance		\$0.00	Fed. M. tax	\$29.00
Vac. paid		\$0.00	Fed. SS. tax ER	\$124.00
Sick pay		\$0.00	Fed. M. tax ER	\$29.00
Sick pay balance		\$0.00	Fed. unem. ins.	\$46.00
Sick paid		\$0.00		
Total payments		\$2,000.00	Total deductions	\$396.06
			Net pay	\$1,603.94
005	Shepherd, Amelia	Pay group: BW	Depa.: 001	El group:
Salary		\$2,300.00	Fed. inc. tax	\$309.06
Vac pay		\$0.00	Fed. SS. tax	\$142.60
Vac pay balance		\$0.00	Fed. M. tax	\$33.35
Vac. paid		\$0.00	Fed. SS. tax ER	\$142.60
Sick pay		\$0.00	Fed. M. tax ER	\$33.35
Sick pay balance		\$0.00	Fed. unem. ins.	\$52.90
Sick paid		\$0.00		
Total payments		\$2,300.00	Total deductions	\$485.01
			Net pay	\$1,814.99



Deposit Register

The deposit register includes all your deposits made to each employee. This will only include the employees of which are paid via EFT, or direct deposit.

Deposit register							Page 1
000002_DemoCompanyUSA							
Payroll group: BW							
Pay period: 1(12/20/2020 to 01/02/2021)							
Voucher No.	Pay date	Emp. No.	Employee name	Depa.	Institute / Transit / Account	Amount	
1	1/4/2021	001	Grey, Meredith	002	232 1231 12312312	\$1,603.94	
2	1/4/2021	004	Wilson, Jo	003	23 1231 123123	\$1,603.94	
3	1/4/2021	005	Shepherd, Amelia	001	23 1231 12312312	\$1,814.99	
Payroll group totals:							
Number of deposits: 3							
Total amount of deposits: \$5,022.87							
Total number of records with missing account information: 0							
Total amount of records with missing account information: \$0.00							
Printed on 02/05/2021 at 02:10 PM							(C)opyright Paymate Software Corporation

Check Register

Your check register includes all your checks that were created in this pay run. This report only includes employees paid by check or cash.

Check register						Page 1
000002_DemoCompanyUSA						
Payroll group: BW						
Payment method: Check						
Pay period: 1(12/20/2020 to 01/02/2021)						
Voucher No.	Check date	Emp. No.	Employee name	Depa.	Amount	
	01/04/2021	006	Webber, Richard	002	\$2,307.44	
Payroll group totals:						
Number of checks: 1						
Total amount of checks: \$2,307.44						
Printed on 02/05/2021 at 02:18 PM						(C)opyright Paymate Software Corporation



Posting Balance Sheet

Your posting balance sheet report compares your payroll entries that were previously posted, currently posting, and after posting.

Posting balance sheet										
000002_DemoCompanyUSA							Page 1			
Payroll group: BW		Pay period: 1(12/20/2020 to 01/02/2021)				Payment date: 01/04/2021				
Description	Before posting		Current		After posting		Description	Before posting	Current	After posting
	Amount	Units	Amount	Units	Amount	Units				
Salary	\$0.00		\$7,300.00		\$7,300.00		Fed. inc. tax:	\$0.00	\$1,258.24	\$1,258.24
Hourly wages	\$0.00	0.00	\$2,000.00	80.00	\$2,000.00	80.00	Fed. SS. tax:	\$0.00	\$576.60	\$576.60
Vac pay	\$0.00		\$0.00		\$0.00		Fed. M. tax:	\$0.00	\$134.85	\$134.85
Sick pay	\$0.00		\$0.00		\$0.00		Fed. SS. tax ER:	\$0.00	\$576.60	\$576.60
							Fed. M. tax ER:	\$0.00	\$134.85	\$134.85
							Fed. unem. ins.:	\$0.00	\$213.90	\$213.90
Totals payment:	\$0.00		\$9,300.00		\$9,300.00		Totals deductions:	\$0.00	\$1,969.69	\$1,969.69
							Net pay:	\$0.00	\$7,330.31	\$7,330.31
Number of active employees in payroll group:				4						
Number of inactive or terminated employees in payroll group:				0						
Number of payroll active employees in payroll group:				4						
Number of employees paid in payroll group:				4						
Printed on 02/05/2021 at 02:18 PM				(C)copyright Paymate Software Corporation						



We recommend that you save and/or print this report for future reference.



VII. Backup Your Data

When you back up your data, you will back up all relevant data for your current company database for all years, including all setup, employee, and paycard information up to the current date.

1. In the “Backup file name” field, enter the name of your backup file.

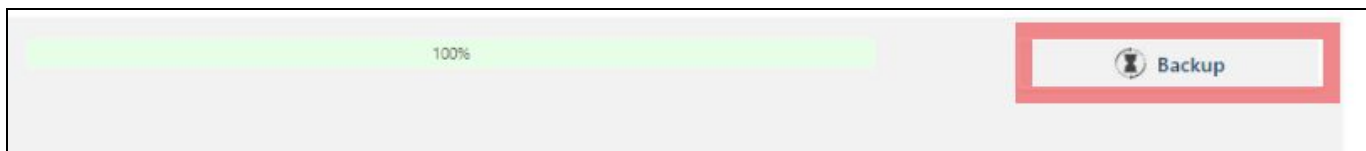


It can be helpful to include all pertinent information in the name of your backup file. For example, the company name and date of the backup.

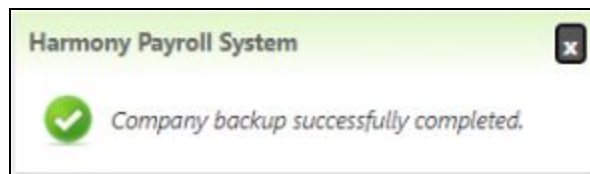
Company Backup

Backup file name 2021-01-31 Bi-Weekly Payroll #1

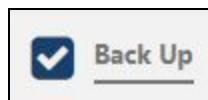
2. Click on the “**Backup**” button.



3. If you are successful in your backup, you will receive a notification.



4. Once you have viewed, saved, and/or printed all necessary reports, click the “**Complete**” button to complete the step. After a blue checkmark appears, continue to the next step.





VIII. Finalize and Post Payroll

The last step in the Wizard is to finalize and post your payroll. This final page summarizes your pay run, including your net employee payments and remittances. It will also compare your total payments made in the current pay run to your previous pay run so you can quickly see if there are any major discrepancies.

NET EMPLOYEE PAYMENTS	\$7,330.31	
REMITTANCE	\$2,895.04	
EMPLOYEE REMITTANCE	\$1,969.69	
COMPANY REMITTANCE	\$925.35	
TOTAL PAYMENTS	\$9,300.00	
VS LAST PAYRUN	\$0.00	

PAYRUN SUMMARY

PAY PERIOD	12/20/2020 - 01/02/2021	TOTAL COST	\$9,300.00
PROCESSING DATE	2021-02-05		
PAYMENT DATE	2021-01-03		
PAYMENT METHOD	Mixed		
PAYROLL GROUP	BW - Bi-Weekly		
PAY FREQUENCY	Bi-weekly (26 Pay periods)		
TOTAL EMPLOYEES	4		
TOTAL EMPLOYEES PAID	4		

1. Review and verify that your payroll is accurate. You can also print your pay run summary (this page) by clicking on the print icon.



We recommend that you print and/or save your pay run summary, as you will not be able to access or recreate it after posting your payroll.

2. Click on the **“Post”** button to post your payroll. The payroll entries are now committed to history.

PAYRUN SUMMARY

PAY PERIOD	12/20/2020 - 01/02/2021	TOTAL COST	\$9,300.00
PROCESSING DATE	2021-02-05		
PAYMENT DATE	2021-01-03		
PAYMENT METHOD	Mixed		
PAYROLL GROUP	BW - Bi-Weekly		
PAY FREQUENCY	Bi-weekly (26 Pay periods)		
TOTAL EMPLOYEES	4		
TOTAL EMPLOYEES PAID	4		

3. A confirmation window will appear. Follow the instructions and then click **“OK”**.
4. Your pay period is now locked and your payroll has been posted into history. Click the **“OK”** button to finish using the Payroll Process Wizard.





Creating and Exporting Your GL Records

Each time you create your GL records, the included records are marked as exported in Harmony. This will allow you to export GL records for all other payrolls processed that have not yet been exported, even adjustments for past months or accounting periods.

If you do not use an accounting or financials system, you can skip this step.



You must have posted your payroll before creating and exporting your GL records.

1. Navigate to Processing > Create GL Records.
2. Your GL export interface is already selected by default.



To change the default selected GL export interface, navigate to Admin Settings > Interfaces > GL Export Interfaces and select the interface you'd like to make the default. Change the "Standard GL Detail" toggle accordingly.

3. Select your "Payroll Group".
4. Select the "Filter by" field to "Not exported".
5. Refresh the page by clicking the appropriate icon. You will now see a list of your employees and the pay period end date.



Your employee will have a document icon next to their name if a GL record has already been created for this employee. A green checkmark with this icon indicates that the GL record has already been exported. A red checkmark with this icon indicates that there is an issue with your GL settings. An orange checkmark with this icon indicates that you've already exported the GL record, but have created another one afterwards.

Create GL Records

Payroll Group:

Filter by:

0%

<input type="checkbox"/> GLEN, WENAAS - 11 (01/15/2020 - 1)	✔	<input type="checkbox"/> MICHAEL, GEDDES - 5 (01/15/2020 - 1)	✔
<input type="checkbox"/> PAUL, GEDDES - 4 (01/15/2020 - 1)	✔	<input type="checkbox"/> PRESTON, SCHNELLERT - 36 (01/15/2020 - 1)	✔
<input type="checkbox"/> SHAWN, CAMPBELL - 35 (01/15/2020 - 1)	✔	<input type="checkbox"/> GEOFFREY, SCOTT - 34 (01/15/2020 - 1)	✔

6. To create your GL records, select the respective employees. Harmony includes filter options to filter this list or select all employees.



Create GL Records

Payroll Group: All

Filter by: Not exported

0%

- GLEN, WENAAS - 11 (01/15/2020 - 1)
- PAUL, GEDDES - 4 (01/15/2020 - 1)
- SHAWN, CAMPBELL - 35 (01/15/2020 - 1)
- MARK, MACLEAN - 33 (01/15/2020 - 1)
- BRETT, BILLEY - 32 (01/15/2020 - 1)

Exported
Not Exported (01/15/2020 - 1)
Clear Filters
Select All

7. Click on the **“Create”** button to create your GL records.
8. You will know the GL record has been created successfully if you see the document icon next to your selected employees’ names. Click this icon to view details of the record.

GLEN, WENAAS - 11 (01/15/2020 - 1)

	Debit	Type	Amount
Salary	91022	Paycard	\$3,333.33
Regular EI hours	22700	Paycard	\$86.66
Canada/Quebec pension plan - Company	91024	Paycard	\$164.53
Employment insurance - Company	91024	Paycard	\$72.55
Allocated Debit			\$3,657.07
	Credit	Type	Amount
Regular EI hours	22600	Paycard	\$86.66
Federal income tax	21700	Paycard	\$447.21
Provincial income tax	21700	Paycard	\$231.62
Canada/Quebec pension plan	21700	Paycard	\$164.53
Employment insurance	21700	Paycard	\$51.82
Health Deduc	81023	Paycard	\$53.61
Canada/Quebec pension plan - Company	21700	Paycard	\$164.53
Employment insurance - Company	21700	Paycard	\$72.55
Net	10400	Paycard	\$2,384.54
Allocated Credit			\$3,657.07

9. Select your GL Export Interface in the dropdown menu. If you’ve selected one to be the company interface, this will automatically be selected.

Create GL Records

Payroll Group: All

Filter by: Not exported

Create Rollback

STDDTL** - Standard GL Detail

Export

10. Click the **“Export”** button on the top-right.
11. A pop-up window will appear with all the records in the file. You can rename this file before downloading, if required. Click **“Export”** to download the exported file.



GL records export for 22 paycards were created

ACCOUNT_NUMBER	DEBIT_AMOUNT	CREDIT_AMOUNT	TRANSACTION_DESCRIPTION	BATCH_DATE	MEMO
*91022	3750.00	0.00	Salary	05/25/2020	;;23;10
*22700	86.66	0.00	Regular EI hours	05/25/2020	;;23;10
*91024	184.38	0.00	Canada/Quebec pension plan - Company	05/25/2020	;;23;10
*91024	80.91	0.00	Employment insurance - Company	05/25/2020	;;23;10
*10400	0.00	2716.59	Net	05/25/2020	;;23;10
*22600	0.00	86.66	Regular EI hours	05/25/2020	;;23;10
*21700	0.00	485.40	Federal income tax	05/25/2020	;;23;10
*21700	0.00	213.62	Provincial income tax	05/25/2020	;;23;10
*21700	0.00	184.38	Canada/Quebec pension plan	05/25/2020	;;23;10
*21700	0.00	184.38	Canada/Quebec pension plan - Company	05/25/2020	;;23;10

File name: GLExport.csv

Export

12. Your exported GL records will be downloaded to your default download location.



If you're not sure where your GL records were downloaded, check your browser settings or ask your IT department for more information.



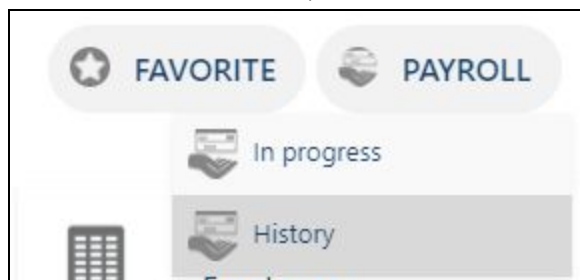
Reports (History)

In addition to the in-progress reports as mentioned earlier when processing payroll, a wide range of reports and tax forms are also available in Harmony.

1. Navigate to Reports > Reports.
2. Click the **“Favorite”** button to view your starred reports. To favorite a report, simply click the star icon next to the report.



3. Hover over the **“Payroll”** button and click ‘History’.



- **“In Progress Payroll Reports”**: These relate to the current payroll that you are processing. You can access these reports when using the Payroll Process Wizard.
 - **“History Payroll Reports”**: These provide information that relate to paycard history, including tax liabilities or earnings reports. You can access these at any time.
4. Select the report you wish to view by clicking the three (3) dots next to the report name.
 5. Depending on the report you chose, additional options may appear for you to select, such as date range filters or specific groups to include.
 - **“Filter By Date Range”**: This will filter your report to the date range you select. You can either select to filter by **“Pay Date”**, the date that your employees are paid, or by **“Period End Date”**, the last date of your pay period. Both selections will depend on your payroll frequency and paycard historical information.





- **“Groups to Include”:** You can also filter the report by particular groups, such as departments, payroll groups, states, and/or local tax groups. The report will apply to all groups if left unselected by default.

Department	Payroll Group
All	All
State	Select local tax
Florida	Select items...

- **“Payroll Groups to Include”:** Some reports require you to select at least one payroll group to be included, including your *Payroll Category Report* and *Accrual Report*. For reports that allow selection of multiple payroll categories, you can only select a maximum of five (5) payroll categories.

Payroll Category

Salary x Hourly wages x Overtime 1.5 x

- Salary
- Hourly wages
- Overtime 1.5
- Overtime 2
- Vacation pay
- Vacation paid
- Sick pay

6. Once you have selected the filters you need, click the **“Open”** button.
7. The report will open in a pop-up window. Review your reports and refer to the navigation bar of this pop-up window to perform several functions.



If you do not see this toolbar at the top of your screen, your screen resolution size may have affected this. To fix this, try zooming out in your browser.

- **Export:** Click the download icon and select your desired format. You can export the report in a variety of formats, including CSV, PDF, Excel, and others. The report will automatically download to your computer.



Make note of where your exported file was saved. If you’re not sure where it was downloaded, refer to your browser settings or ask your IT department.

000002_DemoCompanyUSA Page 1

Payroll group: All
 Pay period: 1(12/20/2020 to 01/02/2021) Payment date: 01/04/2021

001	Grey, Meredith	Pay group:	TIFF file	EI group:	
Salary		\$2.0	Web Archive		\$243.06
Vac pay		\$0.00	Fed. SS. tax		\$124.00

- **Print:** Click the print icon to print the report.



- **Email:** Click the email icon to email the report. Include the sender's and recipients' email addresses, and the subject of the email. You can also include an email body if needed.



If your email did not send successfully, double-check the email addresses entered and your internet connection before trying again. If this did not resolve your issue, verify that your email settings are correct in Configuration > Setup > Email Settings.

Send Email

From: info@paymatesoftware.com

To:

CC:

Subject: Payroll Journal Report

Format: Acrobat (PDF) file

B I U abc [bulleted list] [numbered list] [link] [unlink] Format

(inherited font) (inherited size) A [text color] [background color] x₂ x²

Send Cancel

- **Search:** Click the search icon and enter keywords into the search bar to search the contents of the report.



Forms



You must have your EIN/taxation numbers defined. Refer to the [Setting Up Your UI and Income Tax Account Numbers](#) section for more information.



Harmony uses Aatrix for all U.S. taxation reports. You must enroll your EIN at <https://efile.aatrix.com> and log into your Aatrix eFile account to use Harmony's taxation reports.

Harmony can generate the following forms:

- Records of Employment (ROEs)
- Federal Tax Reports
- State Tax Reports
- Historical Reports



It is up to you, the customer, to verify the accuracy of your tax forms' contents, as well as ensuring that the filing of your tax forms are done in a timely fashion.

Form	Description	Report Period
------	-------------	---------------



Federal Reports

1. Navigate to TaxForms.
2. Select “Prepare a new federal report”. A list of all available federal reports will appear.

Tax forms

Please select report type of your choice:

Prepare a new Federal report Prepare a new State report Open a history report

Form	Description	Report Period	
2020 1095/1094-B	[Annual] Use this to process 1095/1094-B Health Coverage Information Returns. After completing the process you can make corrections, reprint or process additional copies.	Annual	⋮
2020 1095/1094-C	[Annual] Use this to process 1095/1094-C Employer Provided Health Insurance Offer and Coverage Information Returns. After completing the process you can make corrections, reprint or process additional copies.	Annual	⋮

3. Select the three (3) dots next to the federal report you'd like to prepare.



State Reports

1. Navigate to TaxForms.
2. Select “*Prepare a new State report*”.
3. Select the correct state in the “State” dropdown field. A list of all available state reports for the select state will appear in the table.

Tax forms

Please select report type of your choice:

Prepare a new Federal report Prepare a new State report Open a history report

State: Florida

Form	Description	Report Period	
FL DOL Report	This report is provided for the convenience of contractors and subcontractors required to submit weekly payrolls.	Any	⋮
FL New Hire Report	Florida New Hire Reporting Form. Use this to report newly hired or rehired employees within 20 days.	Any	⋮
FL ST-6005-FL-Report	Florida State Employee Unemployment Report. This form is to	Annual	⋮

4. Click the three (3) dots next to the state report you'd like to prepare.



Historical Reports

1. Navigate to TaxForms.
2. Select “*Open a history report*”.
3. Click “**Launch**”.

The screenshot shows a web interface titled "Tax forms" with a document icon. Below the title, it says "Please select report type of your choice:". There are three radio button options: "Prepare a new Federal report", "Prepare a new State report", and "Open a history report". The "Open a history report" option is selected. Below these options is a "Launch" button with a play icon. Red boxes highlight the "Open a history report" radio button and the "Launch" button.



Year-End

Year-End Checklist

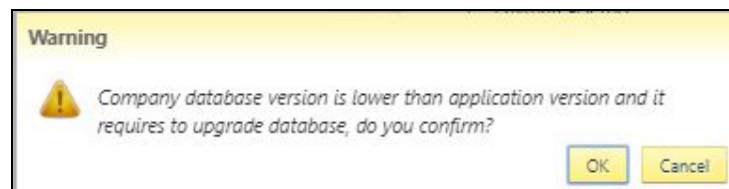
Before you begin the year-end process, ensure that the following have been completed:

- ✓ Reviewed accruals (employee year-to-date (YTD) report and opening balance)
- ✓ Reviewed deductions if they reset at year-end
- ✓ Processed and posted all payrolls for the year
- ✓ Reviewed all employee information (name, social security number (SSN), address, etc.)
- ✓ Reviewed company information (name, address, EIN, etc.)
- ✓ Made a backup of the company

Year-End Process

I. Upgrading the Database / Tax Tables

When you log in, ensure that you select the correct data year. You should be selecting the data year that you would like to close. All payrolls for the selected data year must be completed. Harmony will inform you that there are new tax tables available. Click the “OK” button to upgrade your database. The process may take a few minutes.



II. Closing Off Your Current Year

1. Navigate to YearEnd.
2. The steps to close off your year are laid out at the top of the page. Read the details of the procedure before clicking the arrow to proceed to the next step.

This function will close this company's **2020** year and set up a database for **2021**. Before running this option, you should be sure you have finished processing all the payroll for & After you close the year, you will still be able to access the data for **2020**, and you will still be able to print your & T4, T4A, & Relevé 1 slips.

3. Select the payroll categories that you'd like to reset to zero for next year, then proceed to the next step.



If your deduction and accrual payroll categories do not have “Reset at Year End” checked, they will not appear in this list. Their values will automatically carry over to the next year. If you do not see a payroll category here that should be in this list, go to the payroll category setup to check this checkbox and restart the Year-End process.



The payroll categorie(s) below (deduction, accrual) are flagged to carry forward the «Year to Date» total for each employee to the new year.
 If you are sure you want to carry forward the employee year to date totals for these items to the new year, click on «Next» to continue.
 If you want to change any category so that employee year to date totals are cleared for the beginning of the new payroll year, you can change the flag in the table below, and then click on «Next» to continue.

Description	Reset to zero
Vacation pay	<input type="checkbox"/>
Sick pay	<input type="checkbox"/>

Cancel

- Because you've already updated your tax tables, the values for the employee and employer maximums and minimums are automatically entered. However, you can overwrite this value for year-end if needed. To do so, navigate to Payroll Setup > Payroll Categories, change these values, then return to this page. Once this is complete, proceed to the next step.

The payroll categorie(s) below are flagged to have a maximum or minimum, or percentage for the year.
 The 2020 maximum and minimum, and percentage for each of the respective categories are displayed in the grid below.
 If you wish to update these values for your 2021 payroll year you may do so now and then click «Next» to continue.
 The wizard will apply these changes to the categories

Description	Employee Minimum	Employee Maximum	Employer Minimum	Employer Maximum
WCB	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="92600"/>

- A backup of your data is mandatory. Enter the name of your backup file and click the “Backup” button.

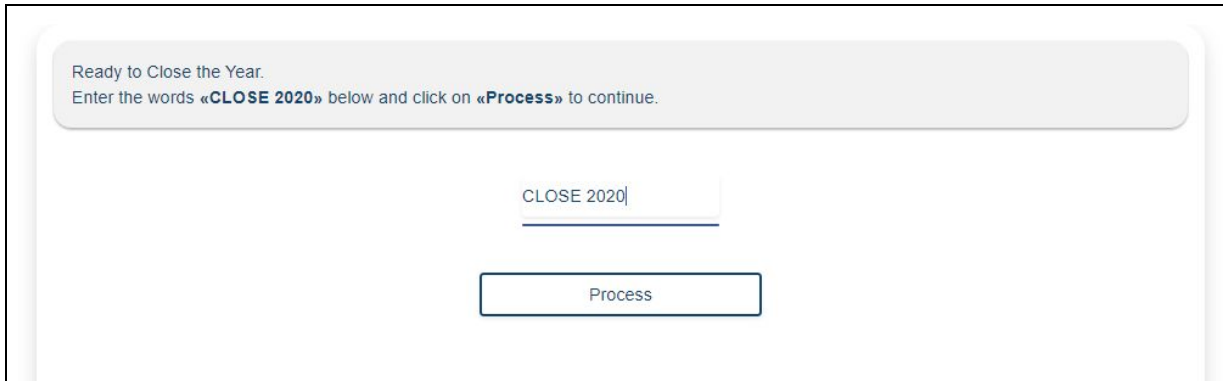
Company Backup

Backup file name 100%

Backup

The backup function will backup all data of the current company database. This means you will be backing up all the setup information, all the employee information and all the paycard information.

- Harmony will prompt you to type in “CLOSE 20XX” (the year you are closing).
- Once you've typed in the prompted text, click the “Process” button, and then “OK”. You will automatically be logged out of Harmony.



Ready to Close the Year.
Enter the words «CLOSE 2020» below and click on «Process» to continue.

CLOSE 2020

Process

8. Log back into Harmony with the new data year. This will be the year that you will begin processing payroll for after closing the year.

III. Review Your Payroll Groups and Their Pay Calendar

1. Once you've logged into Harmony with the new data year, navigate to Payroll Setup > Payroll Groups.
2. Select a payroll group that is "Weekly" or "Bi-Weekly" in pay frequency.
3. Review the pay calendar to ensure that the pay periods and pay dates are correct.



If your payroll group is "Weekly" (53 periods) or "Bi-Weekly" (27 periods), this means the previous year was a leap year or had an extra period. Change this field to 52 periods and 26 periods respectively to reflect the new year.



Keep in mind that New Year's Day lands at the beginning of the year. Refer to the last pay period in your pay calendar. If the pay date is in the current year OR January 1st, 2nd, or 3rd of the new year, see what day of the week it lands on. If the day is a weekend, you'll have to pay your employees prior to the long week.

4. Click the save icon at the top-right of the page to save your changes.
5. Return to your list of payroll groups and repeat this process for each payroll group you have.

IV. Review Your Employees' Taxation Information

1. Navigate to Payroll Employees > Employee List.
2. Select an employee.
3. At the bottom of the employee's profile, navigate to the "Federal Tax" tab. Review the amounts here if needed.
4. Repeat this process for all your employees.



Contact Paymate Support

Before you contact Paymate Support directly, please see our available resources:

Paymate Knowledge Base: <https://helpdesk.paymatesoftware.com>

Paymate's knowledge base contains a wide variety of help documents, guides, and how-to videos. We highly recommend browsing through our articles to fix any issue you may have.

If you still require additional help with Harmony, please feel free to contact Paymate Support directly. We will be happy to help you and answer any questions you may have.

Email Us: Support@paymatesoftware.com

Call Us: 1 (866)-PAYMATE (1-866-729-6283) ext. 1

Visit Us: www.paymatesoftware.com/contact