

April 2010

LOCIS



FOCIS

LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH

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6.0 and 7.0 Fiscal Year End

*In the month of April, LOCIS will be hosting 3 training classes on Fiscal Year End Procedures on both LOCIS 6.0 and 7.0 versions on the same date and location. Deadline for registration is 1 week prior to the class. Visit our website at www.locis.com and click on the Classes tab. There you will find the registration form. Check out the dates and locations and sign-up today! We look forward to hearing from you!
Register today!*

7.0 Payroll

*In the month of May, LOCIS will be hosting 3 training classes on the Payroll module for LOCIS 7.0. Deadline for registration is 1 week prior to the class. Visit our website at www.locis.com and click on the Classes tab. There you will find the registration form. Check out the dates and locations and sign-up today!
We look forward to hearing from you!
Register Today!*

AFTER HOURS SUPPORT



SUPPORT

AFTER-HOURS SUPPORT LINE

(815) 325 - 9241

Monday – Friday 5 PM – 9PM
Weekends & Holidays 9 AM – 5PM

THIS MONTH'S EVENTS

April 2-Office Closed– Good Friday

6.0 and 7.0 Fiscal Year End Classes
April 15– Decatur Park District
April 22– Collinsville City Hall
April 23- Joliet Park District

NEXT MONTH'S EVENTS

7.0 Payroll Classes
May 6– Collinsville
May 13– Forsyth
May 14– Joliet Park District

May 31-Office Closed– Memorial Day

WELCOME

To Our New Customer

Village of Dawson

P/R Employee Maintenance T09 Term Date: 03/05/10 Date: 03/05/10

Options Help

Employee ID: 01CORCJ

P/R Employee Maintenance

Checks are in process! If you make changes you must re-calculate!

History Tax * Personnel * Deductions Distribution Rates Fringe Day Off Earnings Withheld **Dir Deposits** Special Pay

Name: CORCORAN, JEFFREY D. *Employee Maint. as of 03/10*

Address 1: 138 5TH STREET

Address 2:

City: GARYVILLE State: IL Zip Code: 61301-6132

S/S No.: Phone No.:

ID Theft Question: High School Sport's Mascot?

Email address: jeffreyc@locis.com

Dept: TECH Earnings on File

Union:

Status: AF-Full Time

Sex: Male

M/Status: Married

01CORCJ Was last paid 02/12/10 Gross: 1439.20 Net: 1153.15

Standard Pay Information

No Pay Periods: 26

Hourly/Salary: Hourly

Annual Salary: .00

Hourly Rate: 17.9900

Std. Hours: 80.00

Earn. Code: REG -REG HRS

SS F. Name: JEFFREY Middle: D Last Name: CORCORAN Suffix Name:

First Previous Next Last New Remarks Save Close

Favorite?

LOCIS has the ability for multiple direct deposits for a single employee. It can be either dollar amounts or percentages. Also a mixture of both
 Enter the Bank info the correct account number and routing number select savings or checking enter the amount and whether it is savings or checking. Repeat as many times as needed.

Employee Direct Deposit T09 Term Date: 03/05/10 Date: 03/05/10

Options Help

Direct Deposit CORCORAN, JEFFREY D.

Return

Print Summary

More Help!

Bank Name: FIRST BANK OF THE CITY *Enter the Employees Bank Name Like 'First National Bank'* Add/Save

Bank Address: 648521 18TH STREET Delete

Bank City State Zip: GARYVILLE, IL 60431 Delete all

Account Number: 123456789546213! Routing Number: 34567891 Checking or Savings

Amount: 50.00 Dollars or Percentage Disable Direct Deposit for this employee

Type	Amount	Amount Type	Bank Name	Account Num	Route Num
Savings	100.00	Dollar(s)	GARYVILLE SAVING...	482125694	31254789
Savings	50.00	Dollar(s)	GARYVILLE HAPPY ...	9248751	35487245
Checking	50.00	Percent of the remainder	FIRST BANK OF TH...	123456789546...	34567891
Savings	25.00	Percent of the remainder	NORTHWESTERN B...	435789541	24685791
Savings	10.00	Percent of the remainder	HARRY'S HAPPY SA...	827641	34895741
Savings	8.00	Percent of the remainder	GARYVILLE SAVING...	482125694	31254789
Savings	7.00	Percent of the remainder	GARYVILLE HAPPY ...	9248751	35487245
	.00	Remaining % in a Paper Check			

Remember that Dollar Amounts will be performed prior to percentages and the percentages MUST equal 100 percent!

The Mail Bag

LOCIS 7.0

Payroll Utility Billing

Question: A city/village board member is also an employee of the city/village. Do they need to have two employee id's?

Answer: No, they do not have to— you can use a separate earnings code to disburse the expense of the board member's p/r cost vs. the same employee's normal p/r expenses. If you choose to have two id's for that employee, they will get 2 w-2's at the end of the year.

Question: I have a deduction that won't calculate, why?

Answer: Make sure that the frequency code you have set for the deduction is being used when prompted at P/R calculation..

Question: I am running a pension payroll where a retired person wanted Federal Income Tax calculated and withheld from their check on the gross amount. I know I setup the tax tables correctly, yet no Federal tax was taken out of the check. What is wrong?

Answer: Go into PZP-choose Pension P/R then go into the Employee Master (PEM) program. Click on the PENSION button. Put 100 into the field titled TAX-ABLE%. The tax calculation will now take place on the gross amount.

Question: I want to transfer balances on an account. What do I do?

Answer: Go into adjustments (UAE), type in the account number, left click on the balance transfer button. Next, enter the ten character account number to transfer the dollar amount balance to . This will only accept a full balance transfer, not a partial balance transfer.

Question: I need to reprint just one Utility bill. How do I do that in the new 7.0?

Answer: Go to the UM (account master) and type the account in the field. Go to the history display box and find the bill you want to reprint. Double click on the bill you want to reprint, click proceed, and pick your printer. BI=regular bill, DC=Direct Debit, and PI=Penalty bills but penalties will not reprint from this screen..

Happy Easter!

