

# Getting Started - Payroll

## Payroll Set Up

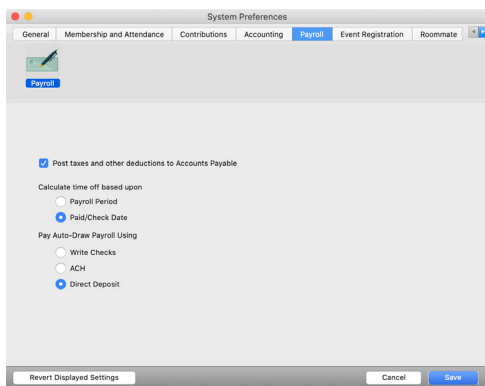
### Prerequisites for payroll setup

- Chart of Accounts setup
- Salary/wage expense account numbers defined
- Expense accounts for church's portion of FICA/Medicare
- Tax Liability account numbers defined
- Vendors in **Accounts Payable** setup for tax payments and User Deductions

The following items also need to be set up prior to entering **Employee Information**:

### Default Payroll Preferences

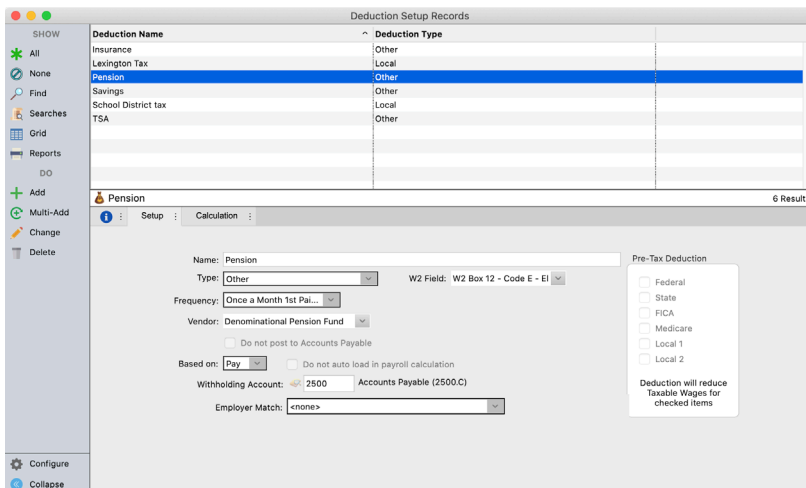
#### ► CDM+ (macOS)/File (Windows) ► Preferences ► CDM+ System ► Payroll



Click checkbox for "Post taxes and other deductions to Accounts Payable" to enable CDM+ to AUTOMATICALLY create Accounts Payable invoices for these withholdings.

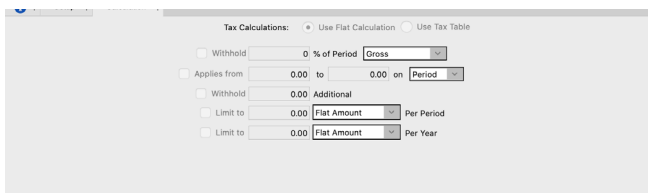
## Deduction Setup

### ► Program ► Payroll ► Deduction Setup Records



Deductions Codes – Create appropriate Local taxes and Other Deductions. User defined deductions may be calculated on hours worked and employer matching amounts.

- Deductions can be calculated on Pay or Hours.
- Option to NOT post a deduction to Accounts Payable.
- The deduction type of Employer Matching will not be deducted from the employee's gross pay. Rather, it will be expensed to the account number listed on this window.

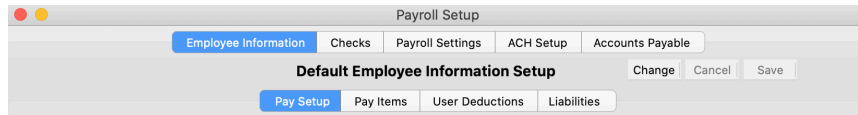


## Default Employee Information Setup

► Program ► Payroll ► Payroll Setup ► Employee Information tab



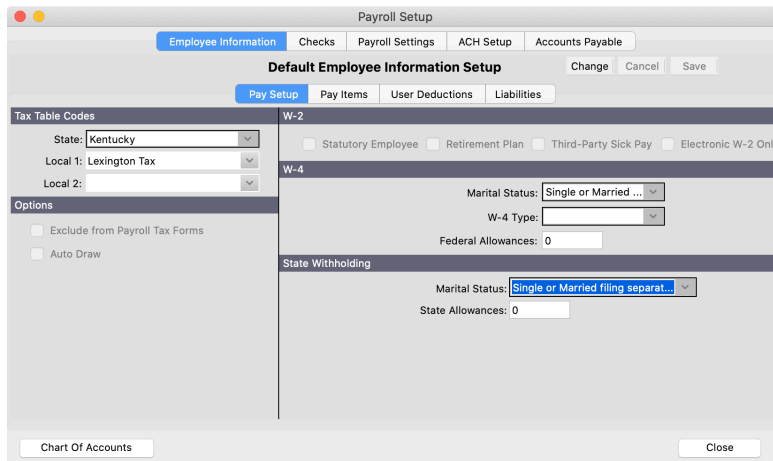
When setting up Default Employee Information here, this information will be populated when adding new employees.



The Payroll Setup window is made up of four sections, as shown above outlined by a rectangle. The first section, the **Employee Information** tab, is comprised of four sections (circled above). The first Employee Information section is **Pay Setup** and it should be completed with information likely pertain to the *average employee*.

Create default setups on the Pay Setup tab that will be loaded automatically for each new employee entered. All default settings may be changed as needed during the employee entry process.

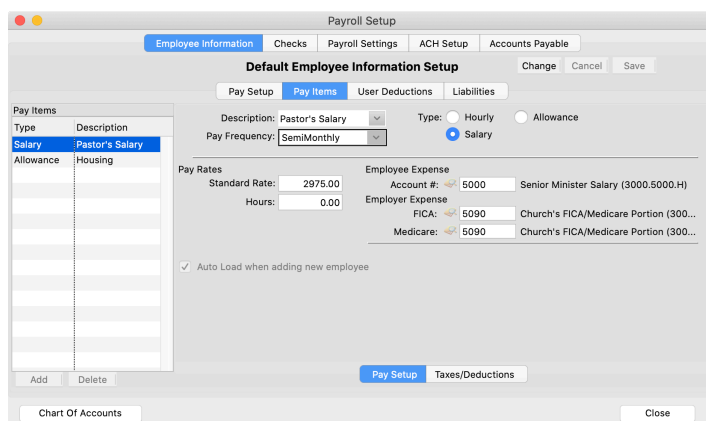
## Pay Setup



Click the Change button to enter default employee setup.

Enter the personal information required by federal and state tax reporting forms.

## Pay Items

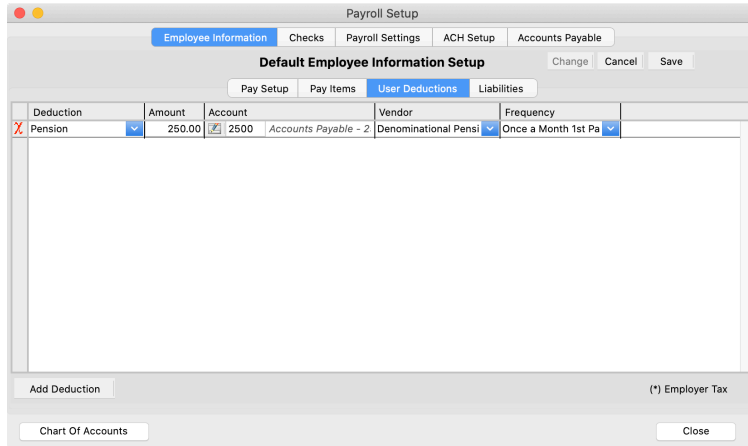


Pay Items determine how the employee is paid, e.g., salaried, hourly, etc, including pay frequency, amounts paid, and distinction between federal and state taxable, and non-taxable sources of payment, along with ledger accounts for proper posting to ledger.

On this tab, create all possible types of pay that may be needed by any of your organization's employees, e.g., housing allowance, Social Security supplements payments, utility allowance, etc.

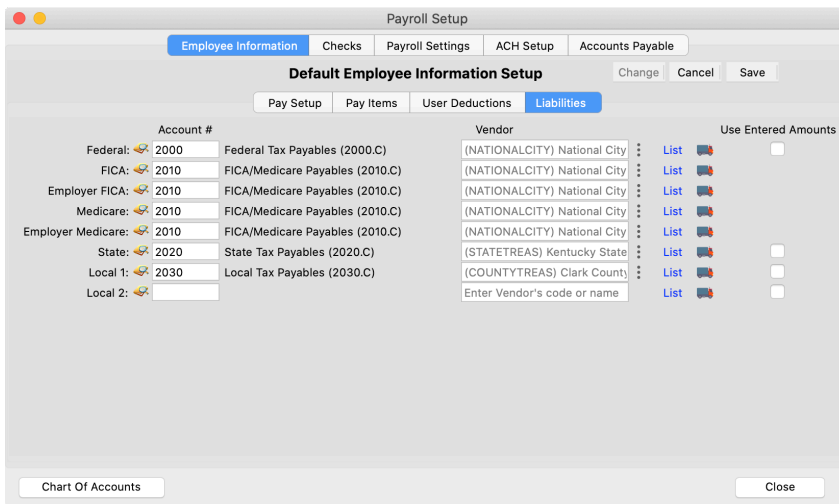
Complete the required information for the DEFAULT EMPLOYEE by adding the appropriate pay items from the "Payroll Settings" tab. Be sure to enter the General Ledger expense accounts for Salary and employer Expense Accounts for FICA/Medicare.

## User Deductions



Enter the appropriate deductions, other than taxes, that were created in Deduction Setup, e.g., pension withheld, employee health insurance premiums, and other miscellaneous deductions.

## Liabilities

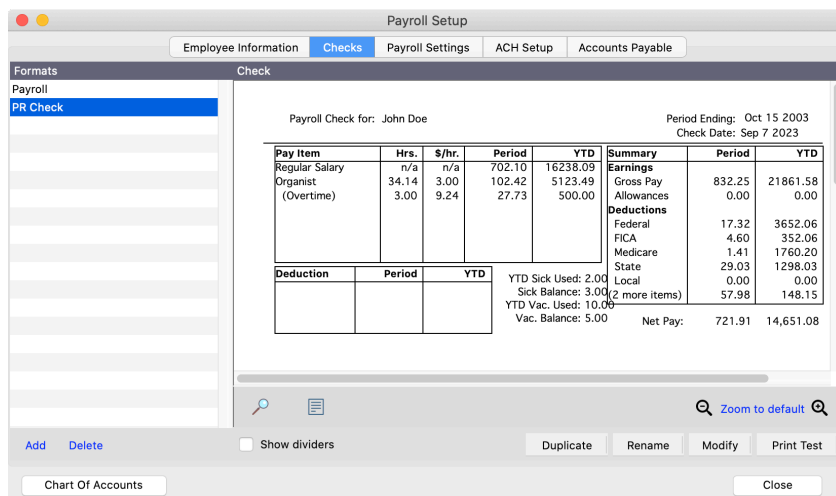


Select the appropriate Liability accounts and vendors for all applicable withholding. This will automatically complete the Liabilities tab of each new employee.

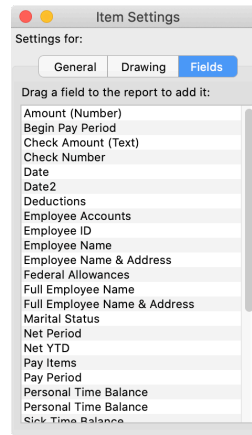
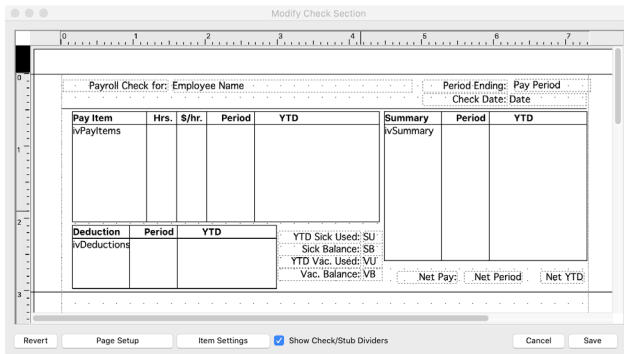
## Payroll Checks Setup

► Program ► Payroll ► Payroll Setup ► Checks tab

Select and modify Payroll checks



- Select the ADD button at the bottom of the Formats column to create a new check setup; name the check setup when prompted and then choose the appropriate check format.



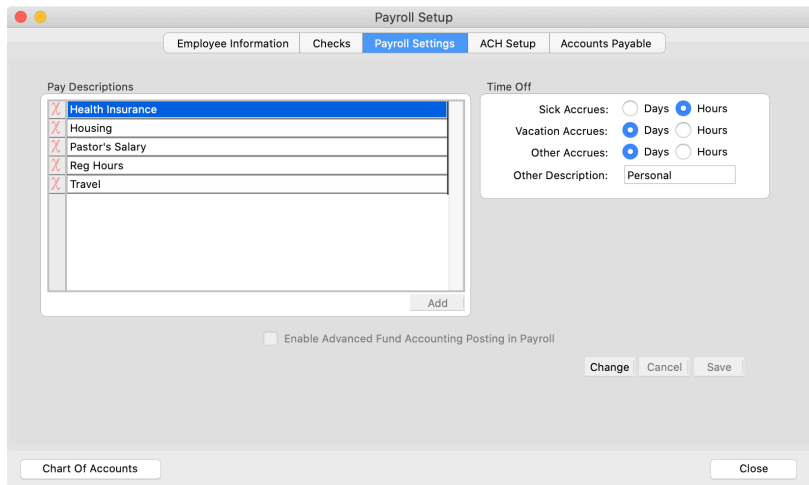
- Select the MODIFY button to change an existing check setup.

- Change the check format by dragging and dropping the fields in the desired location.

- **NOTE:** Remove any reference to Social Security Numbers from the Payroll Stubs.

## Payroll Settings

► Program ► Payroll ► Payroll Setup ► Payroll Settings tab



Set defaults for Time Off here.

**NOTE:** This section needs to be configured *prior* to entering information for employees on the Pay Items tab under Employee Information, as the default employee may not qualify for the various allowances and specialized pay items.

## ACH Setup

► Program ► Payroll ► Payroll Setup ► ACH Setup

If you have this CDM+ add-on feature, you will need to enter the appropriate information provided by your bank for creating the ACH file to upload to your bank for processing. Setup details are in the Payroll Procedures section of this manual. Call **CDM+ Sales** at **877-891-4236** for ACH Direct Deposit Payroll purchase information.

**NOTE:** IF YOU USE THE DIRECT DEPOSIT FEATURE BUILT INTO CDM+, THEN YOU DO NOT NEED TO COMPLETE THIS SECTION. THE INFORMATION ON THIS TAB IS ONLY USED TO POST A NACHA FILE TO YOUR BANK.

## Tax Forms Payer Info

### ► Program ► Payroll ► Payer Records

Complete all required items (marked with an asterisk).

Enter all the information needed by Aatrix to properly prepare all tax forms for federal, state, and local taxing authorities.

**NOTE:** Even if your state does not withhold taxes, you will want to indicate a state.

### ► Program ► Payroll ► Tax Tables Updating Payroll Federal/State Tax Tables

Federal and State tax tables are *automatically updated* when selecting Calculate Payroll, View Payroll Tax Tables, or Tax Forms for the first time in a day. **NOTE:** You must be connected to the Internet and currently enrolled in CDM+ Premier Support to use CDM+ Payroll. This ensures you are using correct tax tables and forms.

## Set up Employee Information

### ► Program ► Payroll ► Employee Records




The Employee ID field must be completed. This field is user-defined and may be used to categorize employees by departments, etc.

Check “Link to Address Record” (to the right of the address block) for access to member’s address information. When the window opens, find the Address record, click OK, and auto-fill the employee address and phone. When changes are made to the address in Address Records, the information will be updated on the Employee Information window when this is linked to an Address Record.

After entering the basic Employee Information, click on the Setup tab for the next screen of data to fill in:

Upon completing the Setup information, click the Pay Items tab to open the window:

 Pay Items determine how the employee is paid, e.g., salaried, hourly, etc, including pay frequency, amounts paid, and distinction between federal and state taxable, and non-taxable sources of payment, along with ledger accounts for proper posting to ledger.

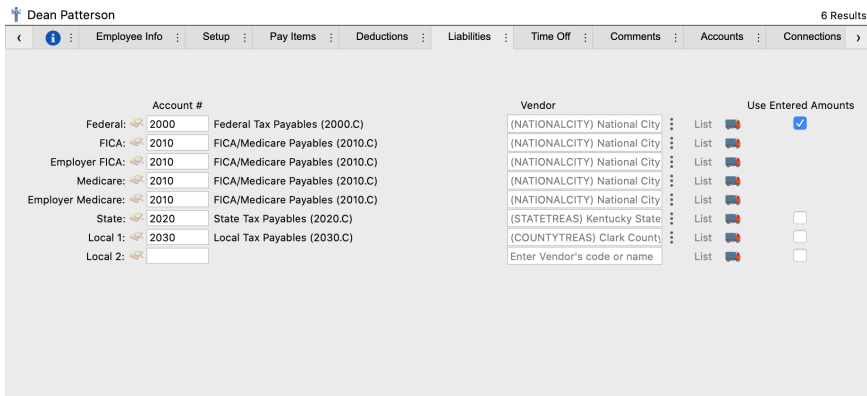
Click on the Taxes/Deductions button and complete the information:

1. **Add On Amounts** – An amount to be deducted in addition to the amount calculated by the tax tables based upon their applicable allowances.
2. **Exempt** box – A check here will eliminate any calculation by the tax tables.
3. **Exclude from W2** box – A check here will prevent the pay amount from displaying in the appropriate box on the W2. For example, if the box on the line for Federal is selected, the amount of the pay will not be printed in the Federal Wages box on the W2, currently named Box 1.
4. **Deductions Exempt** – If you have deductions setup for this employee and check this box, then this deduction will never be taken from this particular Pay Item(s).

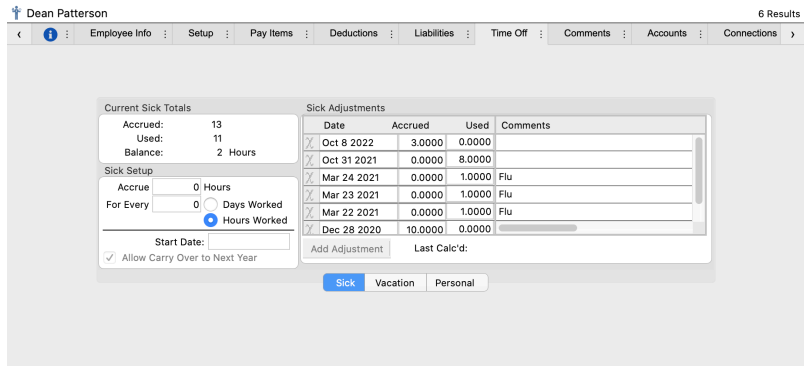
Upon completing the Pay Items information, click on the Deductions tab and add the appropriate deductions for the employee.



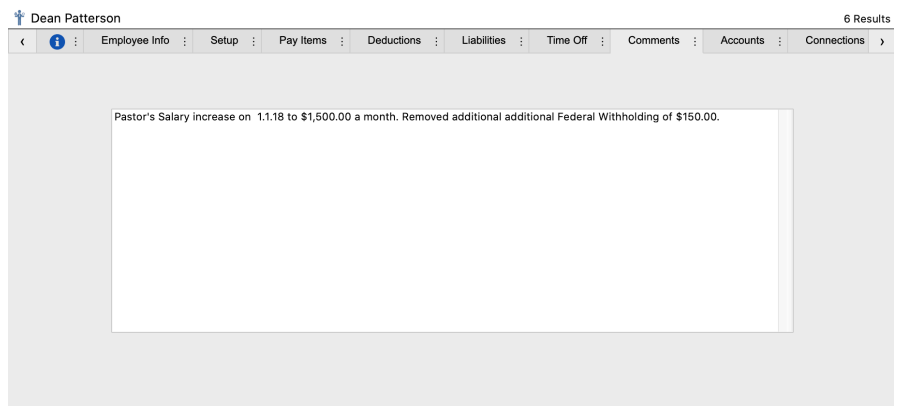
Next, click on the Liabilities tab to review and change the Liability information as needed.



Click on the Time Off tab to set up Time Off. There are three different types of Time Off that you can track: Sick, Vacation, and Other. In this case, Personal. Time off can be accrued or a set number of days can be entered.



Comments is a good place to track pay increases and other information related to a change in payroll.



# Calculate Payroll

## ►Program ►Payroll ►Calculate Regular Payroll

Enter the Payroll Period dates and select the Frequency to pay. Click the Pay box to insert a check mark beside the employees to pay. Select the appropriate Pay Processing Options, then click Calculate.

**BE SURE** to enter the correct Pay Period date range and the Paid Date here. Remember, 941s and W2s use only the Paid Date for reporting period purposes.

If you have checked the box "Process Hourly," after calculating the regular payroll (salaried personnel), CDM+ will ask if you would like to calculate hourly payroll next.

Click the Pay box to insert a check mark beside the employees to pay and enter their hours worked. Click Calculate. If you checked Open View Payroll in the Post Processing Options section of the Calculate Hourly Payroll, the View Payroll screen will appear after the payroll calculates.

Or go to: ►Program ►Payroll ►Payroll Records

If any errors are found, you may use the Change button here to make adjustments or corrections prior to printing the paychecks. Once corrections/adjustments have been made, you are ready to Write Payroll Checks.

**NOTE:** Some changes may need to be made on either the "Detail" or "Other Deductions" tabs to effect change on the summary tab.



## Write Payroll Checks

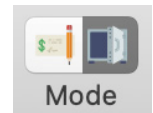
### ►Program ►Payroll ►Payroll Write Checks

Choose the Paid Date from the drop down list and verify all information on this screen before clicking the Write Checks button. After the checks are written, CDM+ will ask if you want to go to the Post Payroll window.

Employee/Pay Item	Net/Gross	Check Number	Employee ID
Robert A. Morehead	2,500.00	1	MOREH01
Pastor's Salary	1,750.00		
Housing	750.00		

## Reprinting Checks

1. Choose NO to going to the Post Payments windows; therefore, payments will not be posted.
2. Note the Mode Mark Unpaid icon will be highlighted in the top right corner.
3. Check the box(es) beside the check(s) that did not print correctly.
4. Click the Mark Unpaid button at the bottom of the window.



Employee/Pay Item	Net/Gross	Check Number	Employee ID
Robert A. Morehead	2,500.00	1	MOREH01
Pastor's Salary	1,750.00		
Housing	750.00		

5. Respond to the dialogue window with the question: Do you want to create voided ledger entries for these check numbers?  
NO – if the checks did not print and may still be used for printing  
YES – if the checks are not available for printing, have been printed in error, or destroyed by the printer, etc. CDM+ will then create a VOID entry in the Ledger for the checks.
6. The Write Payroll Checks window now highlights the yellow pencil Write Checks icon in the bottom right corner of the window. Select the checks to be printed.
7. Reset the Starting Check number to the correct check number.
8. Click the Write Checks button.
9. If you have posted Payroll to the Ledger, you can find the check in Ledger Entries, select Print on the left sidebar, and reprint the check.

## Payroll Direct Deposit in CDM+

### ► CDM+ (macOS)/File (Windows) ► Preferences ► CDM+ System ► General

The direct deposit feature in CDM+ allows the user to schedule and transmit payroll directly to an employee's bank account(s). Payroll is calculated normally. Instead of printing checks, a transmittal is created that will electronically transfer funds from the organization's bank account to the employee's account(s).

Please note: Payroll Direct Deposit requires a compatible merchant account. As of this writing, new merchant accounts for Payroll Direct Deposit are not available, but it is anticipated this will change in the near future. Contact [sales@cdmplus.com](mailto:sales@cdmplus.com) to be added to a waiting list for a merchant account that is compatible with Payroll Direct Deposit. The process to create and work with Payroll Direct Deposit as presented in this manual will be the same once compatible merchant accounts are again available.

## Employee Setup

### ► Program ► Payroll ► Employee Records ► Accounts tab

Order	Routing Number	Account Number	Type	Amount	Notes
1	042100146	354268759	<input type="radio"/> Checking <input checked="" type="radio"/> Savings	200.00	
2	042100146	142536875	<input checked="" type="radio"/> Checking <input type="radio"/> Savings	0.00	

Total: 200.00

CDM+ provides for an employee's payroll check to be split between multiple accounts. If an employee wants a certain amount to be distributed to a savings account and the remainder to go into a checking account, then two lines would be entered on this tab. Splits can be done on a flat rate or a percentage.

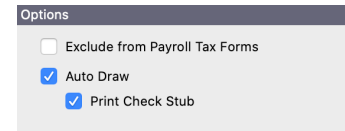
If there is no split, the amount would be left zero so all funds will be deposited into the account listed.

If multiple splits are needed, the amount for at least one account should be left blank. The amount remaining after the specified deposits are made would be deposited to the account with the blank amount. In the example above, CDM+ would deposit \$500 from each payroll to the employee's savings account (amount specified) and the remainder to checking (amount left blank).

Be very careful that you have entered your employee's banking information correctly. CDM+ will validate the bank routing number, but it cannot validate an account number. Please note, the name on the bank account entered must match the employee's name. Most banks will reject transactions if this information does not match. A return fee will be assessed if the bank rejects the ACH transaction.

## ►Program ►Payroll ►Employee Records ►Setup tab

Under the setup tab, there is a check box for Auto Draw. Auto Draw must be checked when using payroll direct deposit. If you need to create a payroll check for someone who ordinarily uses direct deposit, then uncheck this box either before payroll is generated or on the View Payroll window.



## Other Required Information

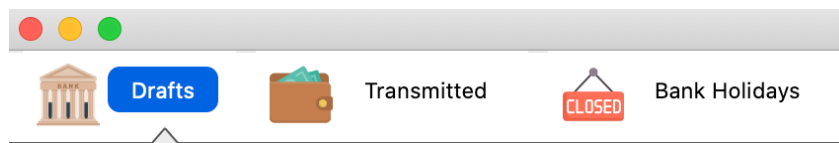
When a direct deposit is scheduled, CDM+ will check the employee records for certain required information:

- Complete address information
- Account information under the accounts tab
- Chart of Accounts numbers for all pay items included under the deductions and liabilities tab

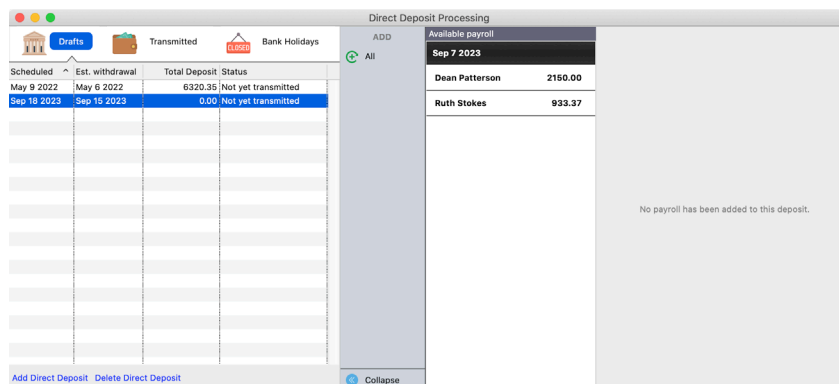
## Scheduling a Payroll Direct Deposit

After creating your payroll, choose Direct Deposit from the Payroll menu.

## ►Program ►Payroll ►Direct Deposit Processing



There are three buttons on the left of this window: **Drafts**, **Transmitted**, and **Bank Holidays**. When the window is first opened, the Draft view is opened.

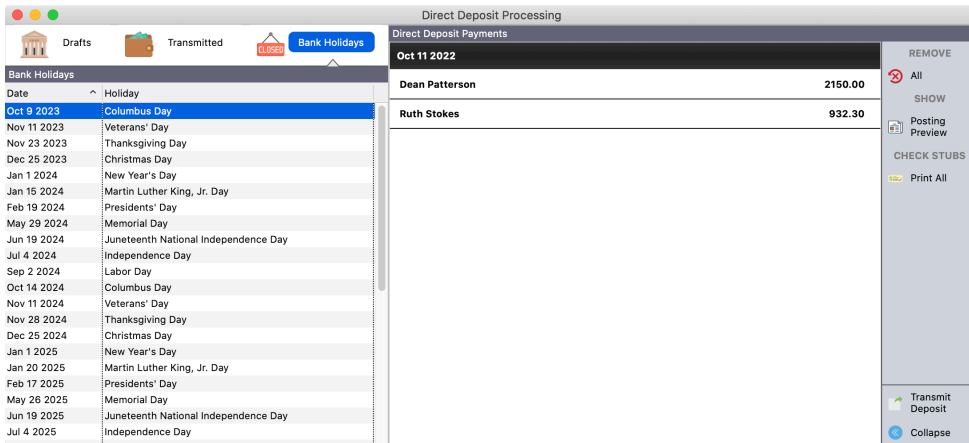


If a payroll is scheduled, but has not been processed, it will be listed with a progress status of In progress. Click on the line to see the details. Here you can change the transmittal date, if needed, by clicking on the edit button on the bottom of the window. To cancel a direct deposit that is scheduled, click on Delete Direct Deposit.

If the Transmitted button is selected, then a history of all direct deposit transmittals will be displayed. By selecting a transmitted deposit, the details of that transmittal will be displayed.

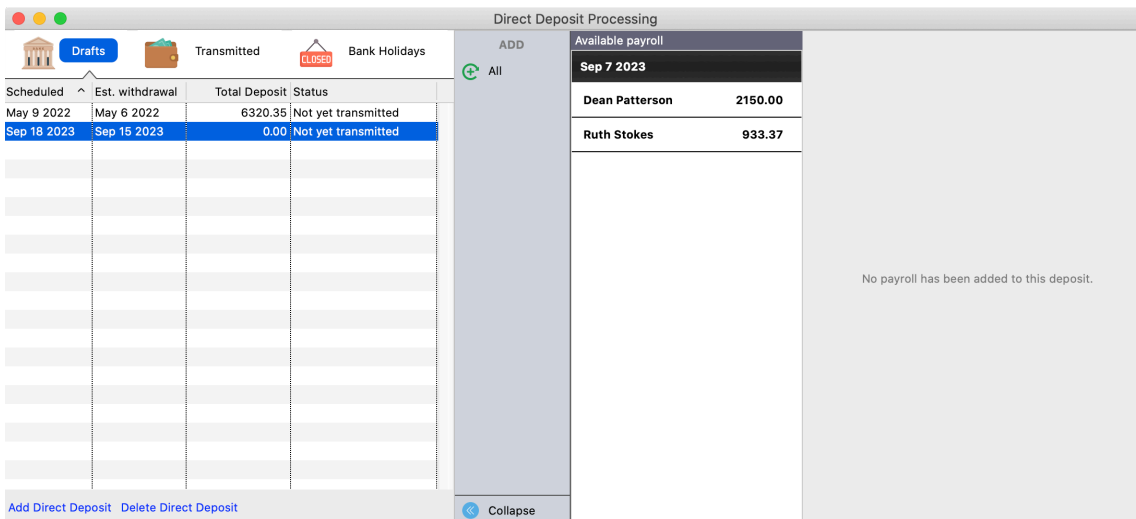
Payroll stubs can be generated from the Transmitted list.

To schedule a direct deposit, click on add direct deposit in the lower left corner of the window. Enter in the date that you want the funds to settle in the employee's account. **NOTE:** Your direct deposit must be scheduled by 2PM ET two business days before you want the funds to settle in the employee's account. CDM+ will validate that the date entered meets these criteria. Please be aware of banking holidays that may affect this schedule when needing to schedule your transmittal. Direct deposit can be transmitted up to one year in advance. Click the Bank Holidays tab to see a list of upcoming Bank Holidays that affect transmittal dates.



Funds are transmitted to your employees' bank accounts by 5 a.m. ET on the day you scheduled. Some banks may process these transmittals at different intervals. Generally, your employees should see these funds in their account early in the day on the date you scheduled. If the account entered is incorrect, or if the employee's bank rejects the ACH transaction, it will take 2-3 banking business days for those funds to be returned to the payment processor. The amount of the payroll deposit will then be placed back into your account, and a return fee will be assessed.

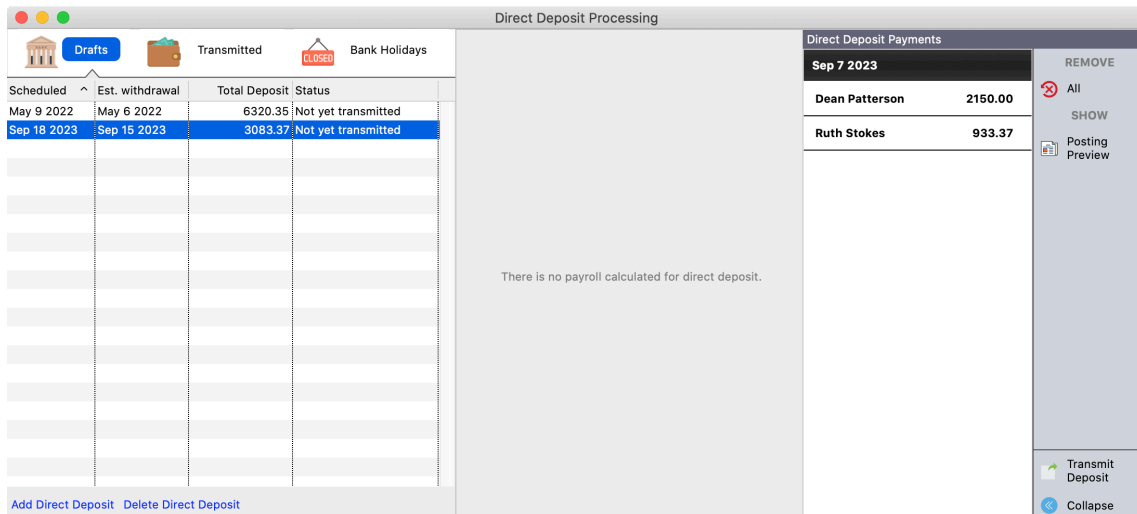
After entering a valid date, a list of available payrolls will be displayed on the left.



To schedule all of the payroll items, activate the radio button next to the word **All**. The list will be moved over to the To Be Scheduled list.

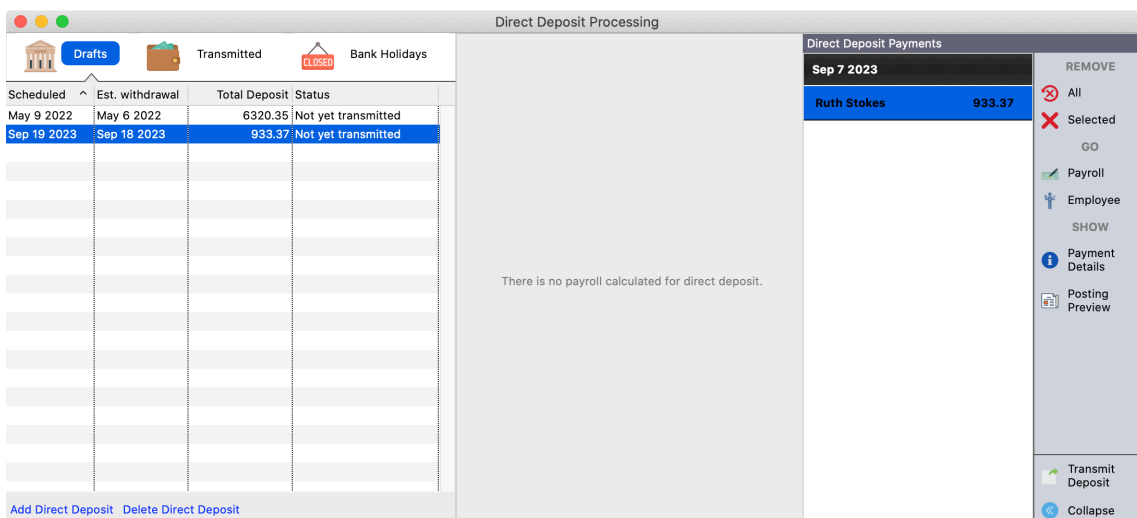
You can schedule payroll for different dates by double-clicking on a single payroll line or shift-clicking to select multiple lines and click on the **Selected** option only.

You can also see the details of the payroll accounts by clicking on a payroll and selecting **Details**. Jump buttons to the view payroll window and employee window will also activate when a payroll line is selected.



If changes to the payroll or employee setup need to be made after a payroll is calculated and before being transmitted, then simply make the changes and the direct deposit record will be updated accordingly.

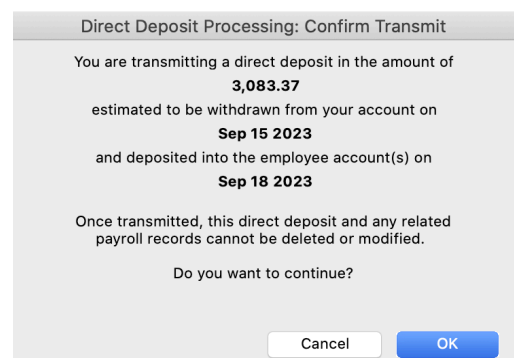
If you need to generate a payroll check for a payroll marked for direct deposit, then open the View Payroll window and uncheck the Auto Draw checkbox. The payroll does not need to be deleted and re-calculated.



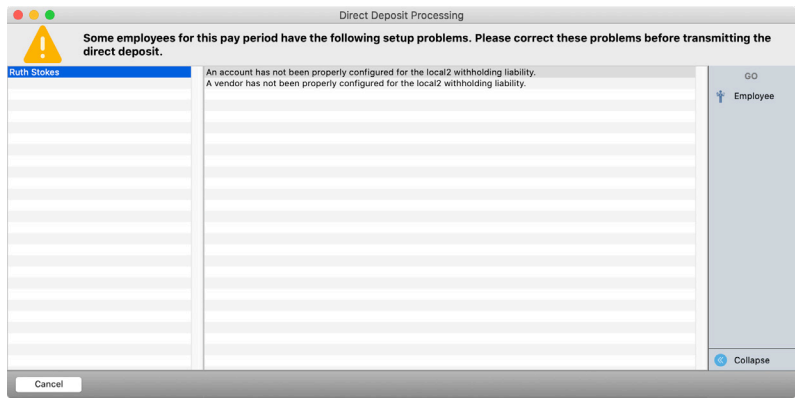
A posting report will be generated after the transmittal. To view the posting report prior to the transmittal, click **Posting Preview**.

## Transmitting the Direct Deposit Payroll

When you are ready to transmit the payroll direct deposits to your employees' bank accounts, click **Transmit Deposit** on the bottom right of the window. A new window will appear to confirm the deposit date and total amount of the payroll. Click OK.



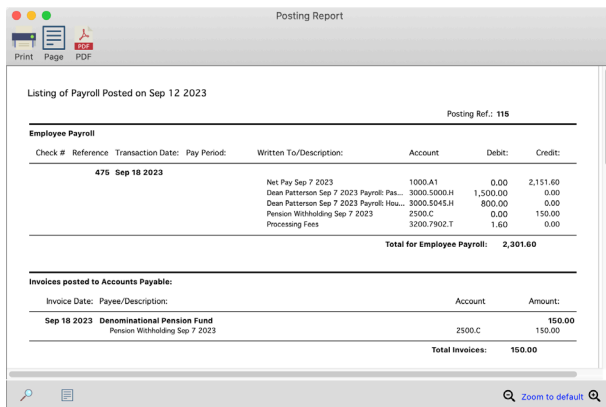
CDM+ will verify that all employee information is complete. If something is missing, a window will appear indicating what needs to be fixed. Click on Employee to jump easily to the employee's record and enter any missing information. Once all information is complete, you will be prompted to continue with the transmittal.



**NOTE:** Once a payroll has been transmitted it cannot be undone.

## Posting Payroll to the Ledger

►Program ►Payroll ►Post Payroll

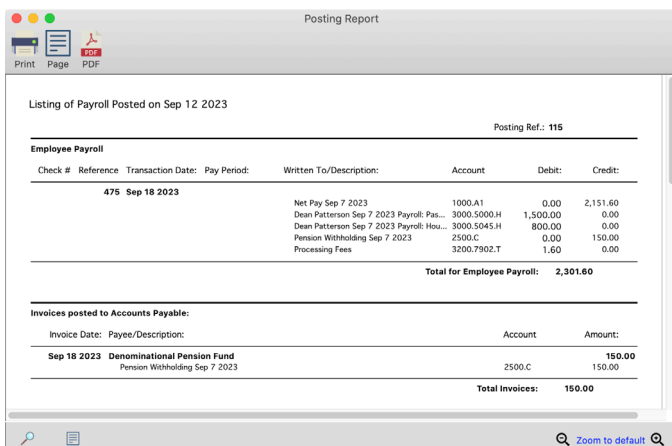


### PRINT the POSTING REPORT

After the Post button is clicked the option to print the Posting report comes up—select Printer and print a copy of the report. The report details the payroll posting including ledger entries and AP invoices created.

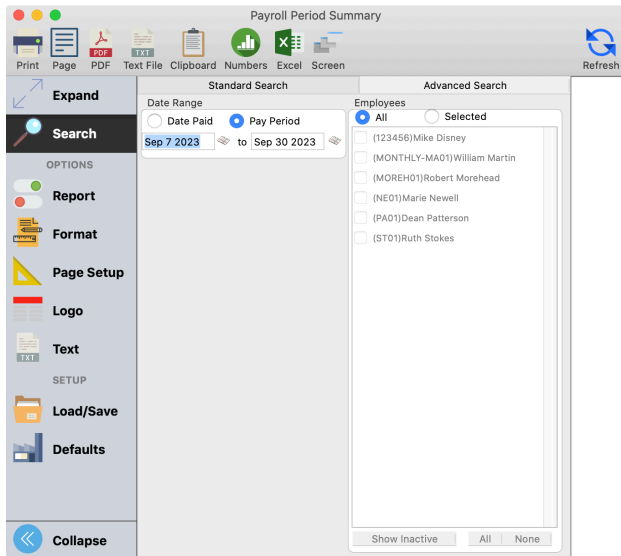
- Click the "Print Report Preview" button to preview report
- Click "Post" button to complete posting to ledger

The Listing of Payroll Report may be previewed before the payroll is posted; this report will print after the Payroll is posted.

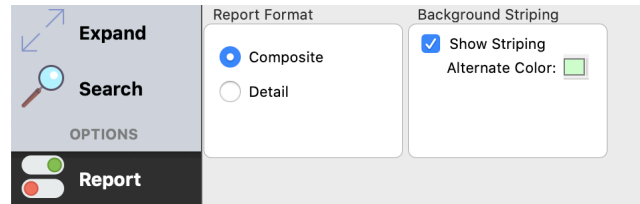


# Payroll Period Summary/Detail

► Reports ► Payroll Reports ► Summaries ► Payroll Period Summary



Reports of payroll activity for the current or any Payroll Period may be printed; note the Payroll Period Summary report.



## Payroll Period Summary

First Church  
123 Main Street  
Big City, KY 40123  
606/555-1234

Pay Period  
Sep 7 2023 to Sep 30 2023

Payroll Period	Hours	OT	Reg Pay	Allowances	Total Ded.	Net Pay	Taxes						
							Federal	FICA	Medicare	State	Local 1	Local 2	Other
Sep 7 2023	0.00	0.00	4,450.00	1,550.00	416.63	5,583.37	40.42	74.40	17.40	48.41	18.00	18.00	200.00
<b>Total:</b>													
<b>Employer Total:</b>													
<b>FICA/MED Total:</b>													
<b>Total Federal Liability:</b>	224.02												

(Note the same report format may be printed in detail. "Payroll Period Detail")

## Engage Payroll

The Payroll feature in Engage gives employees browser-based web access to view pay history in CDM+ Payroll. The organization will create the Engage URL and share the link with employees. *For more on setting up Engage, take Engage Administration or see Chapter 28 of this manual.*

In the organization's CDM+ database, the employee's payroll record must be linked to the their individual record.

## Linking An Employee to An Individual Record

In order to access Payroll History in Engage, the Employee Record in CDM+ Payroll must be linked to the employee's Individual Record in CDM+ Membership.

### ►Program ►Payroll ►Employee Records

Click **Change** and check the box next to **Link to Address Record**, then click **Select Address**.

The screenshot shows the 'Employee Records' window. At the top is a table with columns: Employee ID, First Name, Last Name, and Position/Title. Below the table is a detailed view for 'Dean Patterson'. The 'Address Information' section includes a checkbox labeled 'Link to Address Rec.' which is checked. Other fields include 'Address', 'City', 'State', 'Zip', 'Primary Phone', and 'Email'.

This will bring up a search window from which you can **Find** the employee's **Address Record** in your **Membership** database. Select the appropriate Address Record and click **OK**.

In the lower-left portion of the **Employee Info** tab, you will now see the option to **Choose the Individual** from a drop-down menu. Select the individual and click **Save**. Repeat this process for each employee.

This screenshot shows a dropdown menu for selecting an individual. The 'Individual' field is set to 'Dean Patterson'. The dropdown list shows options: '<none>', 'Dean Patterson', and 'Sharon Patterson'.

The screenshot shows the 'Select Address' search window. It has a table with columns: Last Name, Primary Phone, and Salutation Name. The first row is highlighted and shows 'Patterson', '606.555.8976', and 'Dean & Sharon'. A sidebar on the right contains navigation buttons: All, Find, Searches, DO, Add, Select, Cancel, GO, and Address.

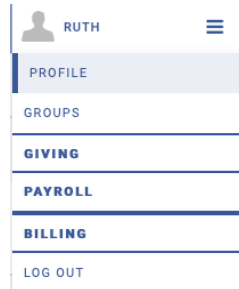
The employees' records in Payroll are now linked to their Individual Records in Membership. Your employees can now use their Engage logins/passwords to access their **Pay History** from a web browser on a smartphone, tablet, or computer.



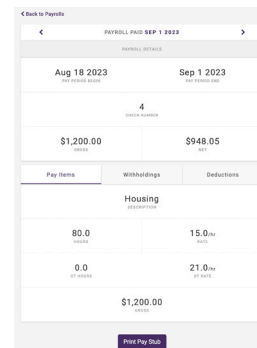
## Using Engage Payroll – Employee Access

Each employee will create their own password-protected account to log into **Engage**. For more on how employees/members create Engage logins, please take the Getting Started in WMTs and Engage class, or consult that section of this manual.

If the individual has already created an account at the organization's Engage URL, the same login will be used for all Engage features (member access, payroll history, events, and online giving through Engage). Once logged in, the employee will choose **Payroll**.

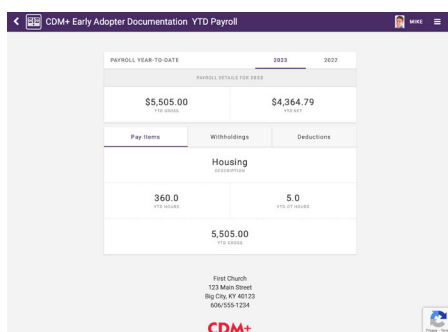


## Information Available to Employees in Engage Payroll



**Check Listing.** The first screen in Engage Payroll is a listing of recent Paid Dates with the Gross and Net pay amounts and the payroll check number or Direct Deposit transaction ID number (*Payroll Direct Deposit is NOT required to use Engage Payroll*).

**Check Detail.** Click or tap the **Paid Date** to see the details for that pay period (paycheck).



**YTD Summaries.** Click or tap the four digit year to year-to-date summaries for the current or previous year.

**Other Info.** Clicking or tapping the tabs for **Pay Items**, **Withholdings**, and **Deductions** reveals additional year-to-date amounts for the year selected.

