



**ExpertPay file for Electronic Child
Support Payments**

Table of Contents

1. Set-up

- A. Parameters
- B. Employee Maintenance
- C. Important Sol IV Users Information

2. File Creation

ICON INFORMATION



VERY IMPORTANT



IMPORTANT



FOR YOUR INFORMATION

WELCOME TO PAYPLUS SOFTWARE

PayPlus Software is the leading software provider for [Professional Employer Organizations \(PEOs\)](#). More PEOs use PayPlus than any other PEO software. PayPlus is designed specifically to operate PEOs and/or temporary staffing companies. It is "PEO software by PEOs"—the only PEO software developed by PEOs for PEOs. PayPlus is a powerful, comprehensive PEO software system---the industry standard.

Throughout the year, we offer many training courses. From first time users to our most experienced users, there's a course available that addresses the needs of all customers. Once you've found the desired course, please call our office in Jackson, Mississippi, at (601) 932-5227 or send an e-mail message to Training@PayPlus.com in order to receive the registration/payment form.

PayPlus Software is a fully operational payroll and human resources software package. The main sections of the software deal with processing payroll checks and corresponding invoices for the Professional Employer Organization and Staffing industries.

This manual will assist you in learning the basics of payroll administration using PayPlus Software. In it we will concentrate on setup of your company.

This manual contains a section from other technical manuals of PayPlus. We brought these areas together to show you the basics of producing a payroll. It is our belief that you simply must understand how to generate payroll, as all other areas of the software are dependent on that payroll data. Without that knowledge, the rest of the software is worthless.



Purpose

The purpose of the file is to be able to upload your child support deduction information to ExpertPay (a third-party vendor) for electronic submission of your child support orders. Please refer to www.expertpay.com for more information and fee structure.

It is important to note that we have not changed Payroll Entries to enable these features therefore it is up to the PEO to process this correctly in order for the ExpertPay file to be created accurately.

Please do not edit or add Child Support Deductions on the fly during payroll entry (any mode). If you need to add a deduction or make any changes, remove the employee from batch then make any changes to the deduction detail.

Set-Up

This file will gather information PayPlus has not previously stored. It is very important that you make sure all of your set-up is complete before attempting to create the file.

Deduction Parameter

It is very important that the category of C is used for your Child Support deduction(s). You may choose to have one deduction code for all of your employees' orders or individual codes however PayPlus will be able to accommodate the maximum deduction limit only if you combine all the orders into one code. Make sure the "Track uncollected" is set to No Track on the parameter. Deduct Basis should be disposable income.



PayPlus Test Environment
F4-Exit F10-Goto 1:16p05
Company: 71 ~ 2005 [PAYROLL PARAMETERS MAINTENANCE] 09/18/06

Type: B - Deductions / Reimbs.
Code: GC

Description : Child Support Category: [C]

Ded Type: Standard
Credit Sub: No
Deduct Basis: Disp Inc
W-2 Box 12: WkComp: Yes

[G/L Parameters]
A/P Vendor Code :
Asset Acct # ...:
Revenue Acct # .:
Liability Acct #: 210300000
Expense Acct # .:

Calc Method: Employee Setup
Rate/Amount: .00
Ded Priority: Uncollected: No Track

Cmnts:

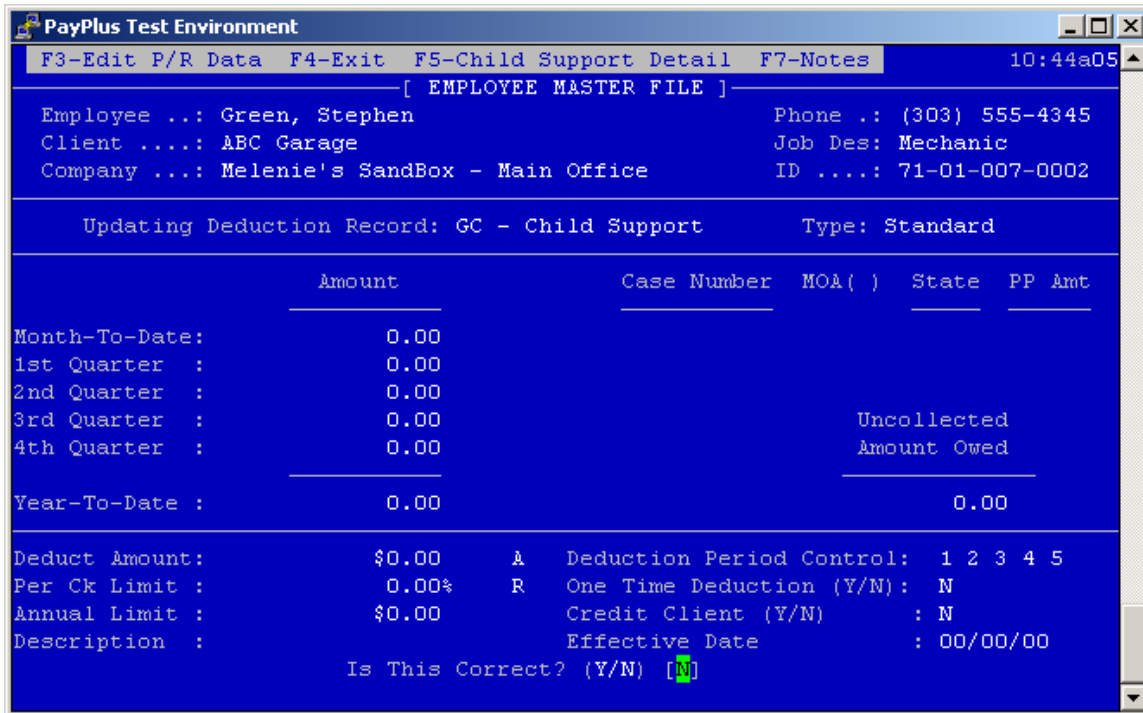
Enter Category Code for this PayRoll Parameter.



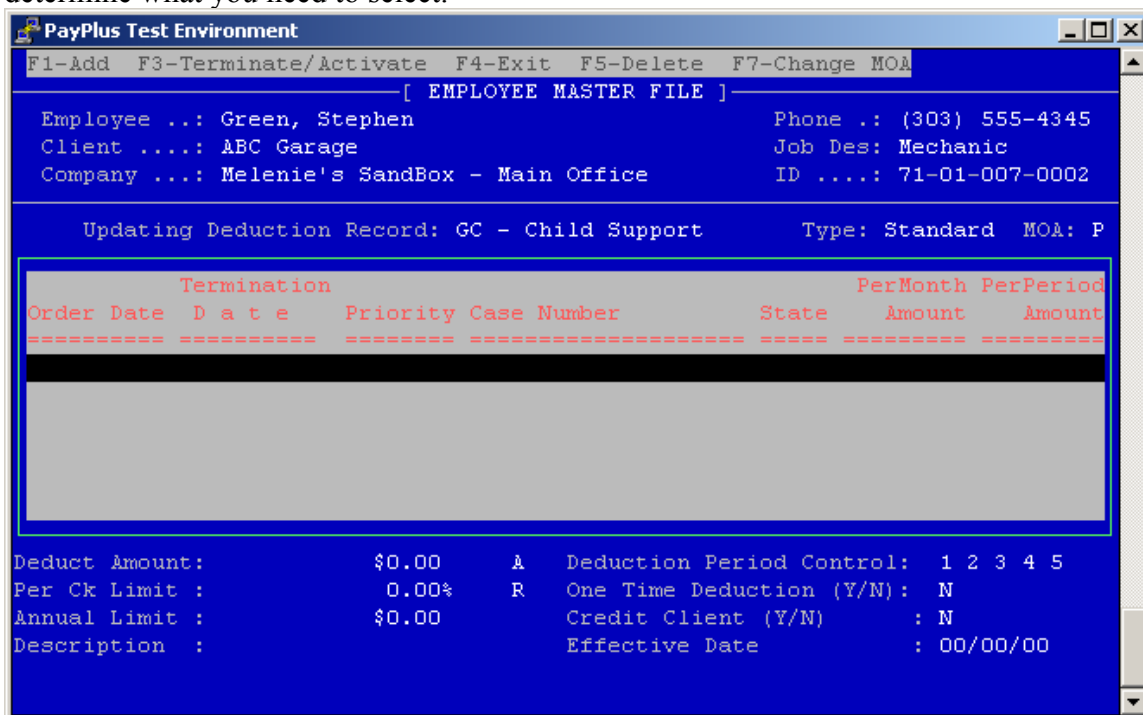
You MUST use a category code of 'C' in order to have the other tools needed to create the ExpertPay file. This will enable the file where the Child Support Order data fields will be stored.

Employee Maintenance

Now that you have your parameter set properly, the next step is to assign the parameter to the employee master file. Access your employee master file like you normally would. Press <F8> to be in edit mode. Go to your accumulator records. Highlight Deductions and enter your code. If this is a new record for this employee, you will be asked if you want to activate that record. Answer Y for yes. If you have the code already on the employee it will just bring you into the accumulator.



Press <F5> to access the child support order file. Press <F7> will allow you to select the Method of Allocation, if this deduction code should be (E)qual allocation to all orders, (F)irst come first serve or (P)rorate. Refer to your state guidelines or the order to determine what you need to select.



You will see a bit of information on the accumulator screen. Pressing <F5> will give you a scrollable screen of any records entered. While in this scrollable screen, you have options at the top of the screen.



<F1> to add a new order

<F3> Toggle – This will terminate an active order and place today’s date in the term order field or will activate a termed order and remove the term date.

<F4> Exit from the Child Support Order File

<F5> Delete an order completely out of the data file.

<F7> Will allow you to change the **Method Of Allocation**

Your choices are (P)rorate, (F)irst come first serve or (E)qual allocation. You may only have one choice per deduction code.

Press <F1> to add a new record. Have the order handy because you will want to enter data from the order.

```
PayPlus Test Environment
F4-Exit
[ EMPLOYEE MASTER FILE ]
Employee ..: Green, Stephen           Phone .: (303) 555-4345
Client ....: ABC Garage              Job Des: Mechanic
Company ...: Melenie's SandBox - Main Office  ID ....: 71-01-007-0002

Updating Deduction Record: GC - Child Support      Type: Standard  MOA: P

Case Number.....: 12345678901234567890  Date of Order....: 09/01/06
State of Issuance.....: CO                Term Date of Order:
FIPS Code.....:                            Per Month Amount..: 200.00
Eligible for Health Ins: N                Per Period Amount.: 100.00
Priority (01-99).....:                    Percent of Total..: 100.00%
Comments.....: straight text field

Child Support Detail information correct (Y/N)? █

Deduct Amount:          $100.00      A  Deduction Period Control: 1 2 3 4 5
Per Ck Limit :          0.00%      R  One Time Deduction (Y/N):  N
Annual Limit :          $0.00      Credit Client (Y/N)      :  N
Description :                               Effective Date           : 00/00/00
```

You will enter the following fields:

Case Number – Up to 20 characters

State of Issuance – 2 character state code

FIPS Code – This is optional, up to 5 digits. ExpertPay prefers to enter this information

Eligible for health ins – This is a Y/N field that should be the same for all orders an employee might have

Priority – Use only if method of allocation is F, will be skipped otherwise.

Comment – Up to 80 characters, for your purpose, will not be on the file

Date of order – MM/DD/YYYY

Term date of order – Will be system generator when the <F7> key is used from the 2nd screen.

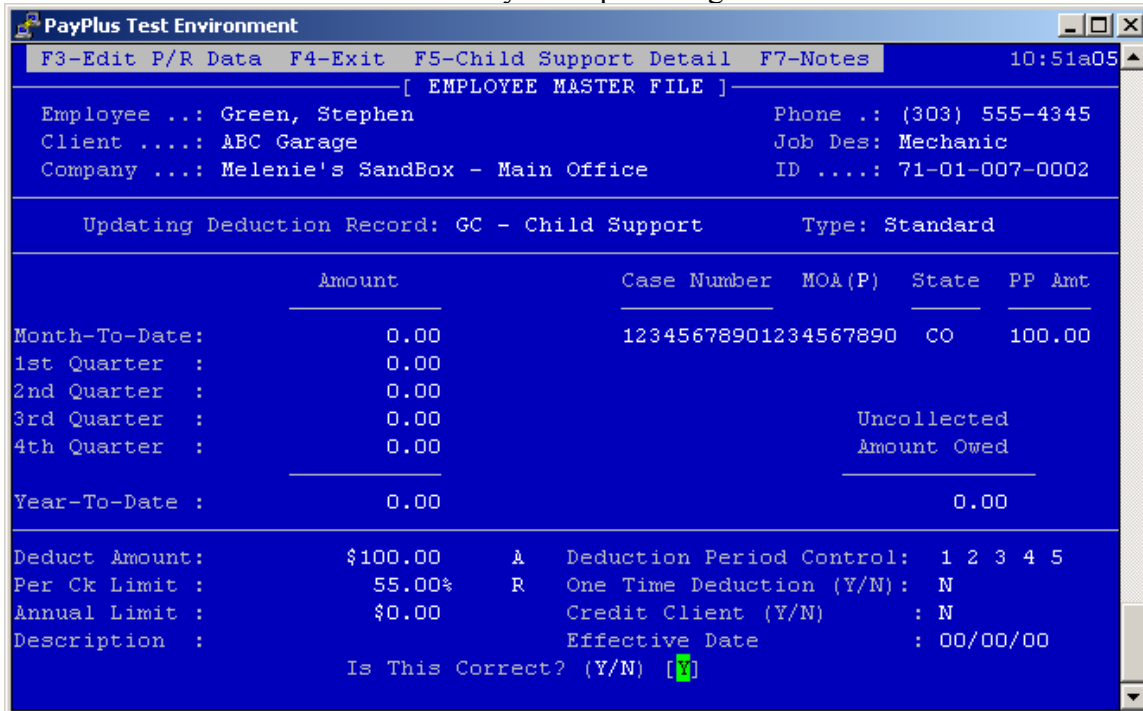
Per month amount – This field is informational only, there is no validation nor is it used anywhere.

Per pay period amount – Careful as this field is what will drive the deduction amount. All active records for one deduction code will be added together to come up to the deduction amount.

Percent of Total – Will be system generated

When asked if this is correct, answer Y. Notice that the Deduct Amount is now populated. Press <F4> to exit the child support order file.

You may now put all your orders under one deduction code and the maximum percentage limit will calculate properly. The Deduct Amount will always be a dollar amount and the Per Ck Limit will always be a percentage.



After you have entered any Child Support Order detail, up to three records are available on the accumulator screen, <F5> one time will allow you to scroll through up to ninety-nine records, more than any employee would ever have.

When you are finished with entering all your order details, when asked if this is correct, please answer Y.

You may now run payrolls as normal.



DO NOT ENTER OR EDIT A CHILD SUPPORT DEDUCTION ON THE FLY DURING PAYROLL. If you need to add or edit a code, remove the employee from batch, add the code to employee maintenance and fill out all the detail record information.

When a payroll is posted, the Child Support History record will be created so the file for ExpertPay may be processed.



You may not change the deduction amount on the accumulator. If the amount is incorrect, you must edit the various detail records for

the Per Pay Amount. This field will calculate the deduction. You will however have to enter the maximum percentage allowable based on the orders you have.



DO NOT CHANGE ANY CHILD SUPPORT ORDER DETAIL ONCE THE EMPLOYEE IS IN BATCH. If you need to make a change, remove the employee from batch, make your changes, then re-enter the employee. If you have submitted to batch and then go make changes, your check history and the detail file will not match. These two files will be used to create the History file. Remember, garbage in, garbage out.

Important notice for those using Sol IV for Accounting

PEO's who use the SOL IV may be using the description field to link to a vendor in Accounts Payable. This way, when bridging to AP, an invoice is created for the correct agency payee.

Since the child support orders in the ExpertPay file will be paid through electronic transfer, you will want to remove the vendor code from the description field in the accumulator, or from your Deduction parameter (AG13,2) if it is set up there, since you will not need to create an invoice in AP. Accounting may then handle the ExpertPay payment in the general ledger with a journal entry.

If you do not remove the vendor code, it could be deleted from the bridge – however, that could be MANY transactions and very time consuming.

File Creation

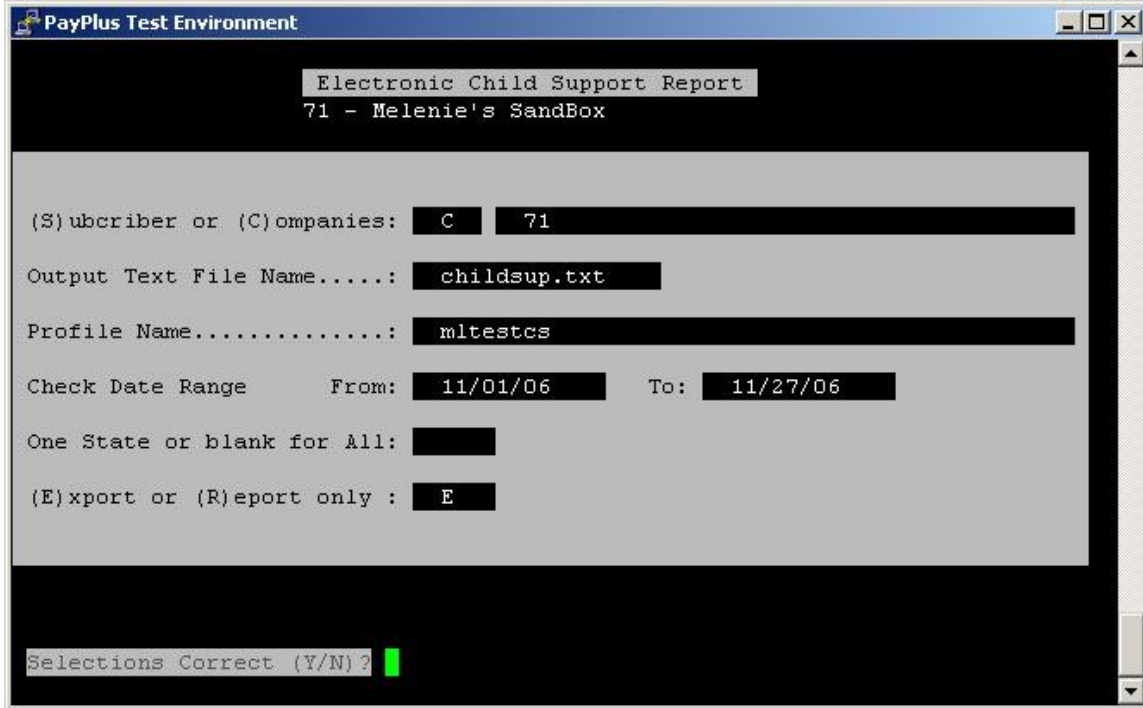


Payrolls must be posted before this file may be created.

ExpertPay File

The file may be run from AG151003, option 19. When you run the file, your output may be found in your WORK directory if you are on Windows, and your UTILS directory if you are on Linux.

When you enter option 19 from menu AG151003, you will see the following screen:



You may select (S) for one Subscriber or (C) for Company, then you may input your company number and any companies you want to consolidate with.

The output text file is what the file is called on your system. This will change to *Report Only* if that is what you are running

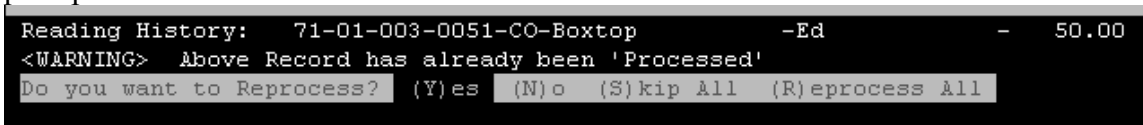
The Profile name is for the header record. ExpertPay stores profiles. If you use the same profile name, ExpertPay will overwrite any stored data when you upload each file. If your profile name is different, you will store each file you have sent.

Check Date range, from and to are the actually check dates you want to process for

You may run the file for one state or all states, that would be the issuing state on the order in the detail records.

When asked if your selections are correct, answer Y.

If your selections run into something that is already marked as processed, you will get a prompt of:



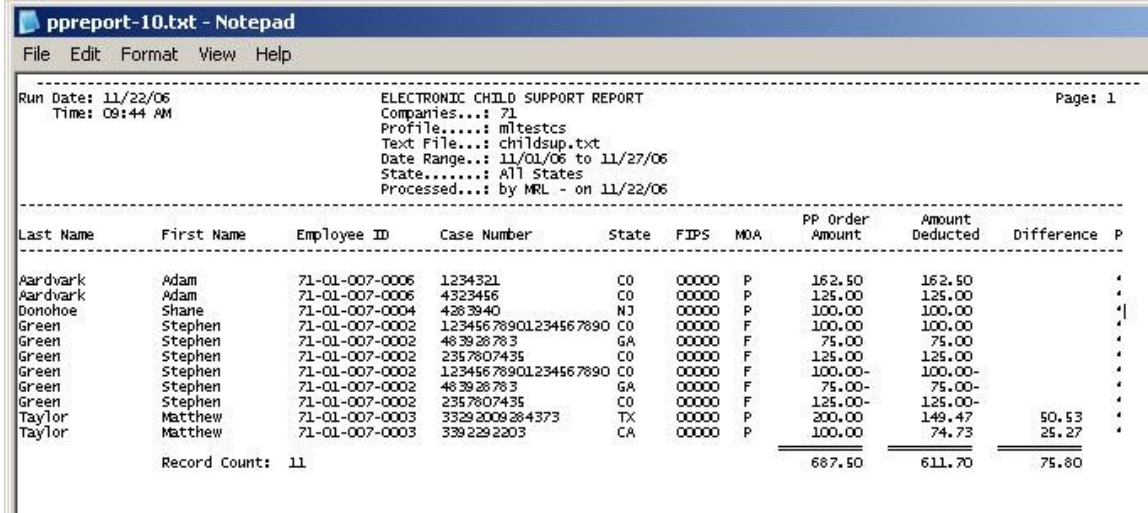
Similar to the ACH file, you may reprocess a single item, not reprocess this item, Skip all that have been processed or reprocess all. Answer appropriately.

When it is finished preparing your file (and or report), you will get the following prompt:

```
Update 18 record(s) for a Total of 1611.48 as 'Processed'? (Y/N) ?
```

If you mark the records as processed, if you were to run it again, you would get the Reprocess prompt. Your total count and dollars are also displayed here.

The next prompt will be to ask if you want a printed copy. Answer Y and select a printer. This is what your report will look like:



ppreport-10.txt - Notepad

File Edit Format View Help

Run Date: 11/22/06
Time: 09:44 AM


ELECTRONIC CHILD SUPPORT REPORT
Companies....: 71
Profile.....: mltestcs
Text File....: childsup.txt
Date Range...: 11/01/06 to 11/27/06
State.....: All States
Processed....: by MRL - on 11/22/06

Page: 1

Last Name	First Name	Employee ID	Case Number	State	FIPS	MOA	PP Order Amount	Amount Deducted	Difference	P
Aardvark	Adam	71-01-007-0006	1234321	CO	00000	P	162.50	162.50		*
Aardvark	Adam	71-01-007-0006	4323456	CO	00000	P	125.00	125.00		*
Donohoe	Shane	71-01-007-0004	4283940	NJ	00000	P	100.00	100.00		*)
Green	Stephen	71-01-007-0002	12345678901234567890	CO	00000	F	100.00	100.00		*
Green	Stephen	71-01-007-0002	483928783	GA	00000	F	75.00	75.00		*
Green	Stephen	71-01-007-0002	2357807435	CO	00000	F	125.00	125.00		*
Green	Stephen	71-01-007-0002	12345678901234567890	CO	00000	F	100.00	100.00		*
Green	Stephen	71-01-007-0002	483928783	GA	00000	F	75.00	75.00		*
Green	Stephen	71-01-007-0002	2357807435	CO	00000	F	125.00	125.00		*
Taylor	Matthew	71-01-007-0003	33292009284373	TX	00000	P	200.00	149.47	50.53	*
Taylor	Matthew	71-01-007-0003	3392292203	CA	00000	P	100.00	74.73	25.27	*
Record Count: 11							687.50	611.70	75.80	

The report will list all your parameter settings in the header. The last column is an indicator if the data was processed.

If you run the report only, this will indicate if it has been processed before or if it is new. You will not be given the option to mark processed if you are running the report only.



The report will show reversals or negatives. The file will IGNORE ALL reversals or negatives since ExpertPay will not accept any negative number. It is up to the PEO to edit the file if necessary.

The file with the filename you called it may be found in your WORK directory if you are on Windows and in your UTILS directory if you are on Linux/Unix.



This is what your file will look like:

```
CHILD16SUP.TXT - Notepad
File Edit Format View Help
Hm1 Test Profile
DCOF5R12343      00000099106145Ezra T      Baldwin      000004000011
DNMu30920923-3  00000099106145Ezra T      Baldwin      000000691901
DCO1234          00000099106147Keith M     Black        000000750011
DCO2345          00000099106147Keith M     Black        000001000011
DCO4857032-AA   00000455555556A1          Aqua         000000500011
DCO76679000-FSR 080006555555512Ed         Boxtop       000000429811
DCO2134555-ABC  080006555555512Ed         Boxtop       000000429801
DCO377593-BCD   000006555555512Ed         Boxtop       000000429801
DCO5803245      000006555555512Ed         Boxtop       000000429801
DCO4434677      080006555555512Ed         Boxtop       000000429801
DCA433456786    000006555555512Ed         Boxtop       000000429801
DCO5690422      000006555555512Ed         Boxtop       000000429801
Dwy3790198-#dc  000006555555512Ed         Boxtop       000000429801
DNY7897230438y  000006555555512Ed         Boxtop       000000429811
DNH92347023     000006555555512Ed         Boxtop       000000429711
DCO1234321      00000312221112Adam        Aardvark     000001625011
DCO4323456      00000312221112Adam        Aardvark     000001250011
DCO7656789      00000312221112Adam        Aardvark     000002000011
T00018000000161148
```

If you need a hard copy, this may be imported into excel as a fixed-width file.

- Position 1 is always a D
- Position 2-3 is the state code
- Position 4-23 is the case number
- Position 24-28 is the FIPS code, zero filled if you do not enter the code
- Position 29-37 is the social security number
- Position 38-57 is the first name of the employee
- Position 58-77 is the last name of the employee
- Position 78-87 is the amount withheld
- Position 88 is the medical insurance indicator
- Position 89 is the employment indicator.