



EasyPayNet<sup>SM</sup>

# **Additional Wage Information**

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After an ADP service representative sets up the following earnings categories in the system prior to year-end, you can then report the actual wage data with any remaining 2010 payroll:

- Fringe benefits (e.g., health club membership, personal use of company car)
- Group term life insurance
- Moving expenses
- Uncollected FICA on insurance premiums
- Third party sick pay (a check issued by an insurance agency or state disability program)

**ADP strongly recommends that these wage items be processed with a regular payroll so you can ensure that your employees have adequate pay from which to withhold the taxes, thus relieving you of the potential liability of paying the employees' taxes.**

This document contains step-by-step procedures for entering additional wage information into EasyPayNet. It also provides you with an ADP Web site that will give you an explanation of an item's taxability and where the additional wage information appears on employees' W-2s.

- ✓ Please review the payroll tutorial that is available in the EasyPayNet application. You can access the tutorial by clicking the tutorial link at the bottom of the EasyPayNet Home page.

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## Entering additional wage information for employees who are receiving a regular paycheck

- ✓ Before you begin the following procedure, be sure to enter any permanent changes to employee information (i.e., name, Social Security number, address, etc.) and edit your payroll schedule.

### To process an additional wage item with a regular paycheck:

1. On the EasyPayNet Home page, place the cursor on the **Payroll** tab. A list of options appears.
2. Select the **Pay Details** option. The Pay Details page appears.

The screenshot shows the EasyPayNet interface for entering payroll data. On the left is an 'EMPLOYEE LIST' with columns for name and ID. 'ANDERSON, JASON L' with ID '0014' is selected. The main area is titled 'ANDERSON, JASON L' and includes fields for 'Employee 0014' and 'STORE 3'. Below this are buttons for 'Pay Details', 'Void Check', 'Manual Check', and 'Pre-Calc Check'. A 'check 1' button is visible. The 'Earnings' section shows 'Set 1' with a 'Labor Number' of 'A230' and a 'Hourly Rate' of '\$ 0.00'. The 'Withholdings' section includes checkboxes for 'DISAB.', 'FED WT.', 'STATE', and 'UNEMCO'. The 'Deductions' section includes checkboxes for 'SS TIP', 'MC TIP', 'UNION', 'HOSP.', 'MED125', and 'I R A'. At the bottom, there are buttons for 'Add A New Employee', 'Save', 'Undo Changes', 'Create New Check', and 'Delete Check'. A callout box with an arrow points to the employee list with the text: 'Select the employee to be paid and enter the pay data.'

3. From the employee list, select the employee for whom you want to add wages.
4. Enter all appropriate pay data for the employee's paycheck. For additional wages, locate the additional wages name in the Earnings name column (e.g., FRING1). Then, in the amount column, enter the dollar amount.
5. Review and submit the payroll using your normal routine.

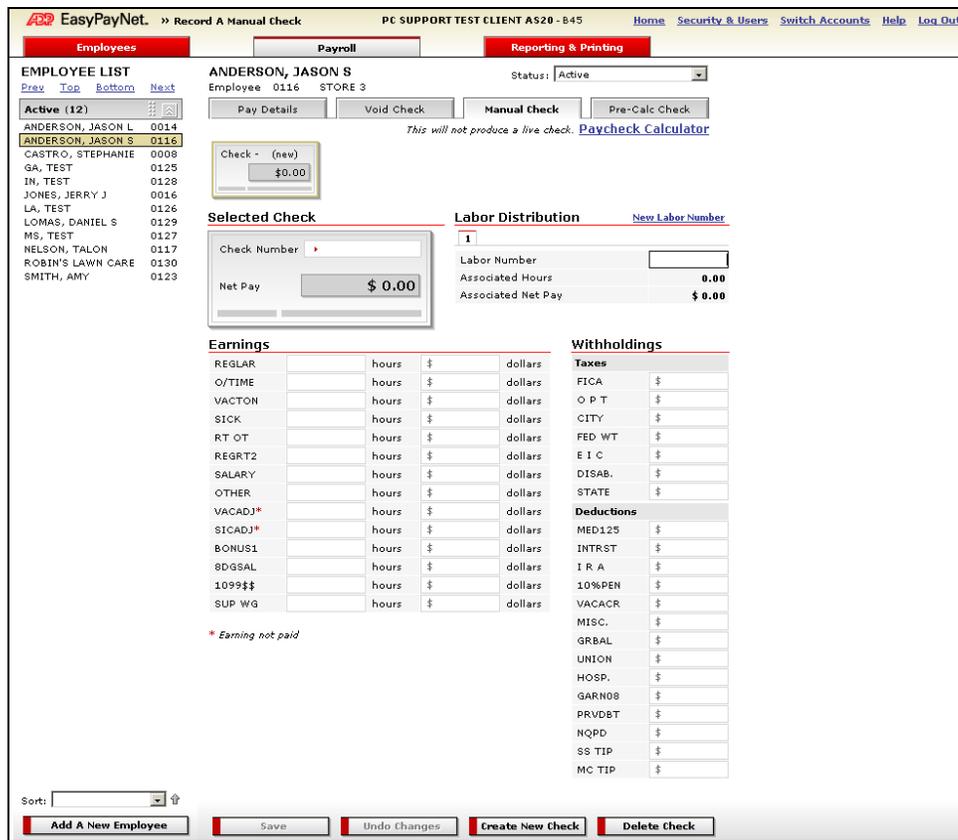
# Entering additional wage information for employees who are not receiving a regular paycheck

Use the Record a Manual Check tab to record additional wage information for employees who are *not* receiving a regular paycheck, i.e., employees who are terminated or employees who need adjustments after the last pay of the year. The wage information will be added to the employees’ year-to-date figures and will then be included on their Form W-2.

⚠ If you have additional wages that apply to year 2010, you must record a manual check prior to the first payroll of 2011.

## To record additional wage information for employees who are not receiving a regular paycheck:

1. On the EasyPayNet Home page, place the cursor on the **Payroll** tab. A list of options appears.
2. Select the **Manual Check** option. The Record a Manual Check page appears.



3. From the employee list, select the employee for whom you want to add wages.
4. If you do not want to use Paycheck Calculator, locate the additional wage name in the Earnings column. Then, in the dollars column, enter the dollar amount. Finally, complete the **Check Number** field. Use the prefix “A” to identify this type of check. For example, for the first manual check, type A1. Next, go to step 7.

– OR –

If you wish to use Paycheck Calculator, click the **Paycheck Calculator** link and go to step 5.

5. On the Paycheck Calculator page, select either **Calculate Net Pay** or **Calculate Gross Pay**. The withholding amounts are automatically calculated based on the employee’s withholding and deductions setup.

Click **Record a Manual Check from Results**. You are prompted to confirm that you want to proceed.

Click **OK**. The Record a Manual Check page appears. Earnings are assigned to the Other category. You can change the earnings category, if desired.

6. Complete the **Check Number** field.
7. Repeat steps 3 through 5 for additional employees.
8. Continue with your normal processing routine.

## Entering third party sick pay additional wage information

Use the 3rd Party Sick Payment page to record amounts from a check issued by an insurance agency or state disability program. This is necessary so employer taxes can be paid.

**To record additional wage information that is third party sick pay:**

1. On the EasyPayNet Home page, place the cursor on the **Payroll** tab. A list of options appears.
2. Select the **Third Party Sick Payment** option. The 3rd Party Sick Payment page appears.

EasyPayNet. » 3rd Party Sick Payment PC SUPPORT TEST CLIENT A520 - B45 Home Security & Users Switch Accounts Help Log Out

Employees Payroll Reporting & Printing

EMPLOYEE LIST  
Prev Top Bottom Next

Active (14)

ANDERSON, JASON L	0014
ANDERSON, JASON S	0116
CASTRO, STEPHANIE	0008
GA, TEST	0125
IN, TEST	0128
JONES, JERRY J	0016
LA, TEST	0126
LOMAS, DANIEL S	0129
MS, TEST	0127
NELSON, TALON	0117
ROBIN'S LAWN CARE	0130
SMITH, AMY	0123
SMITH, WILL U	0124
THOMAS, JR.	0007

ANDERSON, JASON L Status: Active  
Employee 0014 STORE 3

Check 1

Earnings	Taxes
Third Party Sick Pay Earning <input type="text"/>	Federal <input type="text"/>
	Social Security/Medicare <input type="text"/>

Sort:  ↑ indicates a required field

Add A New Employee Save Undo Changes Create New Check Delete Check

3. From the employee list, select the employee for whom you want to add wages.
4. Using the statement from the insurance agency, in the Third Party Sick Pay Earning field, type the total gross amount of third party sick pay earnings.
  - ✓ If a portion of the third party sick pay was entered previously, enter only the additional amount not reported to date.
5. In the Taxes section, type the dollar amount of federal taxes and FICA paid on the third party sick pay earnings.
6. Continue with your normal processing routine.

## Definition of additional wage terms

For definitions of additional wage terms, access this Web site:

<http://complianceconnection.adp.com/Glossary.aspx>

The following page appears.

The screenshot shows the ADP website's 'Tools & Resources' section. The top navigation bar includes the ADP logo, the tagline 'THE BUSINESS BEHIND BUSINESS', and links for 'Product Login', 'Contact Us', 'Careers', and 'Investors'. A 'Change Country' dropdown menu is also present. Below the navigation bar, the 'Tools & Resources' header is displayed, followed by a breadcrumb trail: 'Go Back To: Home / Tools & Resources / Compliance Connection /'. A sidebar on the left lists various categories under 'COMPLIANCE CONNECTION', with 'Glossary' highlighted. The main content area features a 'Tools & Resources' banner with a photo of four business professionals. Below the banner, the 'Glossary' section is titled, and a descriptive paragraph explains its purpose: 'Confused about a specific term or acronym? Solve the mysteries of terminology with this informative resource. Updated regularly with industry-specific vocabulary and concepts, the Glossary provides easy-to-understand definitions of tax-related terms.' A search box is provided with the text 'Search for a term:' and a dropdown menu set to 'All Categories'. Below the search box, a prompt says 'Or, select a letter below:' followed by a row of letters from A to Z. The 'Results' section shows a single entry: 'ABA/Trans Code A nine-digit numeric code created by the American Bankers Association that'. A callout box on the right side of the page contains the text: 'Follow the directions to find your wage category.'

## Explanation of taxability

For explanations of the taxability of many types of additional wages and where the data appears on Form W-2, access this Web site:

<http://complianceconnection.adp.com/Toolbox/PayrollResources.aspx>.

The Payroll Resources page appears. See the next page.

## Payroll Resources page

**Tools & Resources**

Go Back To: [Home](#) / [Tools & Resources](#) / [Compliance Connection](#) /

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- Military Spouses Residency Relief Act
- New Hire Reporting
- Newsletters
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  - Payroll Reporting Forms

**Payroll Resources**

Handling all facets of payroll processing can be quite a chore—especially when faced with the task of remembering tax-filing deadlines or staying up-to-date on important payroll requirements. Be unburdened! Use ADP's payroll resources to help with your payroll-related issues. These resources offer valuable information that will help you report timely and accurately.

**Peace Of Mind At Your Fingertips**

[Payroll Taxability](#)  
Determine if payroll features such as third-party sick pay and group term life insurance tax.

[Payroll Reporting Forms](#)  
Review the filing due dates and descriptions of important federal reporting forms.

[Tipped Employees](#)

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- Contact ADP Unemployment Compensation Services

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# of Employees:

## W-2 Taxable Wages page

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  - Payroll Reporting Forms

**Payroll Taxability**

Determine the Taxability of Specific Payroll Features.

If you are not sure of the taxability of a specific feature, you're in the right place!

DEFERRED COMPENSATION	Employee Taxable	Employer Taxable
Federal Taxable	No*	Not Applicable
Social Security/Medicare Taxable	Yes	Yes
State Taxable	Varies	Not Applicable
SUI/SDI Taxable	Varies	Varies
Local Taxable	Varies	Not Applicable

**Contact Us**

- Contact ADP Tax & Financial Services
- Contact ADP Unemployment Compensation Services

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Find the ADP products and services that best fit your company's needs.

# of Employees:

ZIP Code:

Bi-Weekly/Semi-Monthly

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