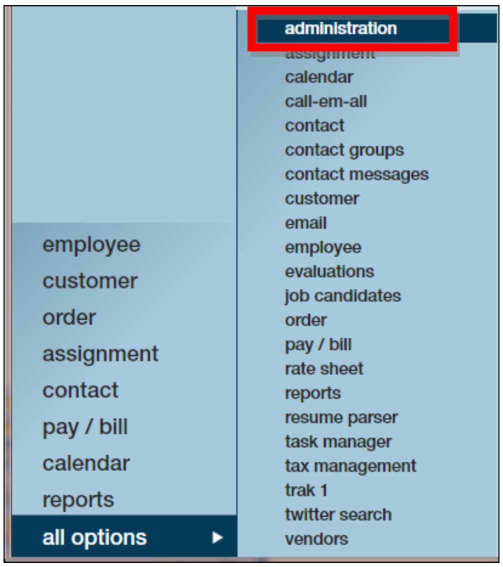
16R1 Enterprise 1099 Consultant Set up and Payroll Processing

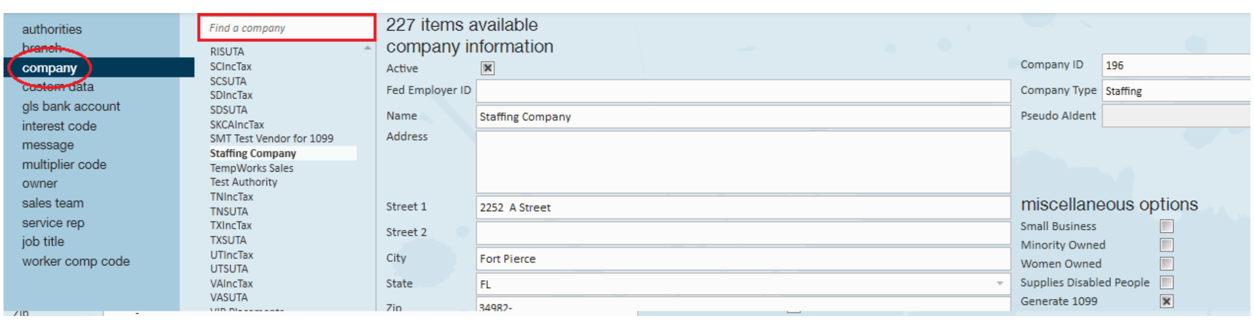
<u>1099 Consultant Employee Set up</u>

Before a 1099 consultant can be **Assigned** to an **Order** their **Employee** record must be set up so that Enterprise overrides the ***Tax*** calculations and pulls information from their **Vendor** record instead. The first step is to set up a new **Vendor** record for the consultant. Creating and editing **Vendor** records is part of the **Administration** form. This form is accessed from the **All Options** expansion menu in the lower left of the Enterprise screen.



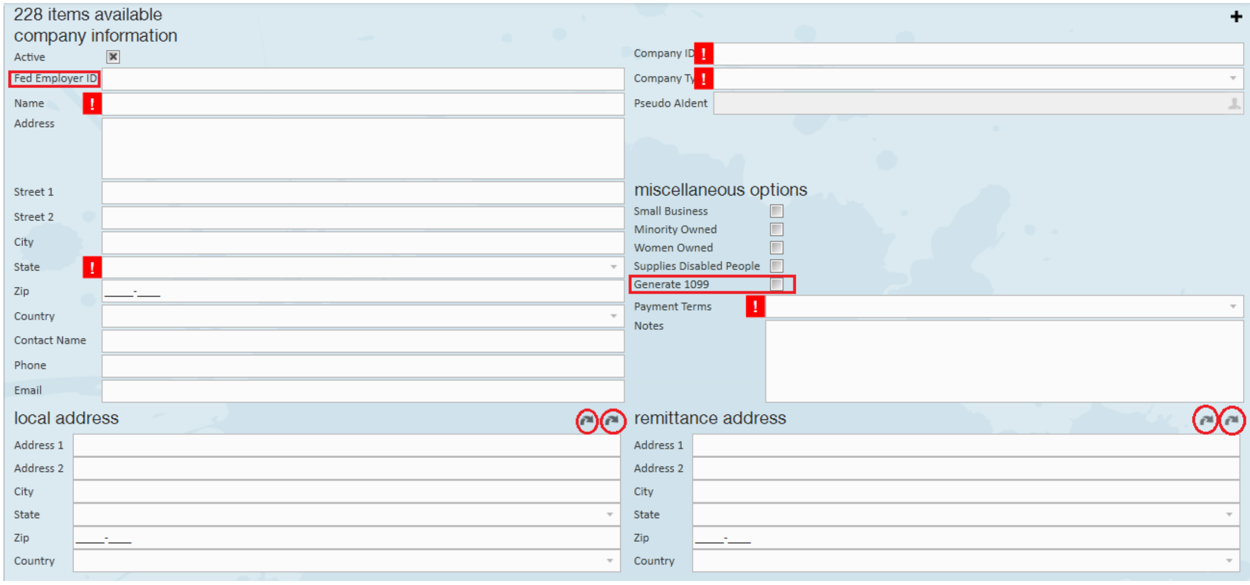
*Note – Only users that have been given access to **Administration** functionality will have this option available in the expansion menu to the left.

When the **Administration** form is selected the screen below is displayed with the navigation menu on the left. Select the **Company** form to set up new, or edit existing, **Vendor** records.



Current **Vendors** will be listed in a menu on the left side of the form. Enter the name of a **Vendor** into the *Find a Company* look up menu at the top of the list to filter out non-matching **Vendors**.

Click on a record from the list to display the information for that **Vendor**. At this point the user can make any changes to the **Vendor** as needed. To add a new **Vendor**, in this case a 1099 consultant, click on the ⊞ button in the upper right of the screen.

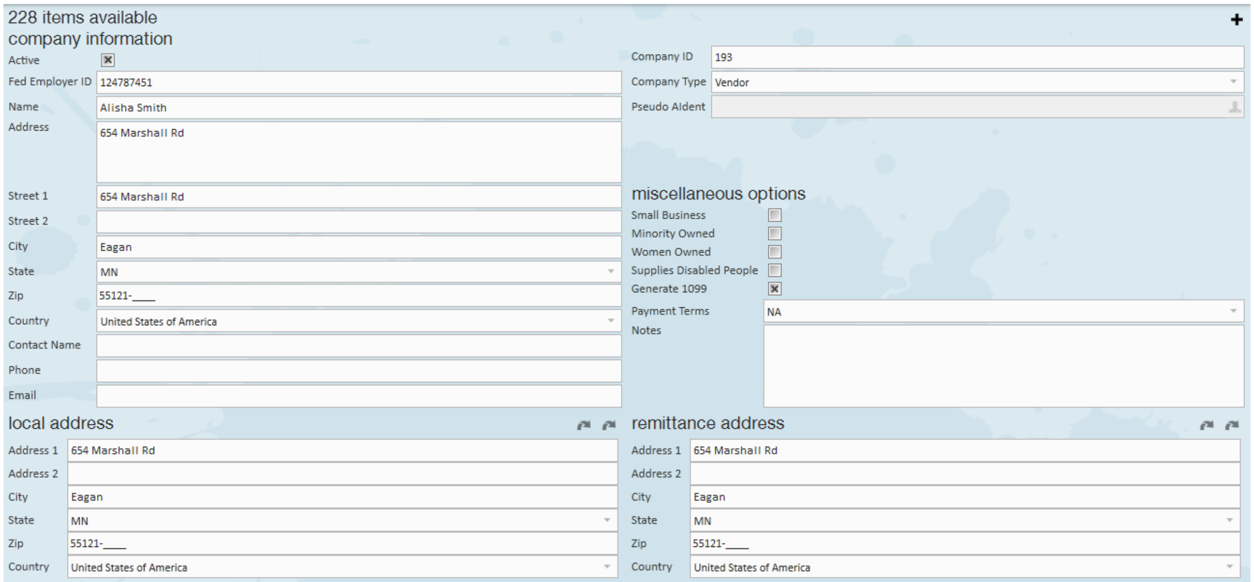


Enter the **Employee's** social security number in the *Fed Employer ID* field. Then enter the **Employee's** *Name* and address information including *State* and *Zip* code. Clicking on the button (circled above) will copy the main address into the local and remittance address, and vice versa, which allows for you to not have to re-type the information if they are the same. It is imperative that the *remittance address* be completed so TempWorks know where to sends checks and 1099's at the end of the year.

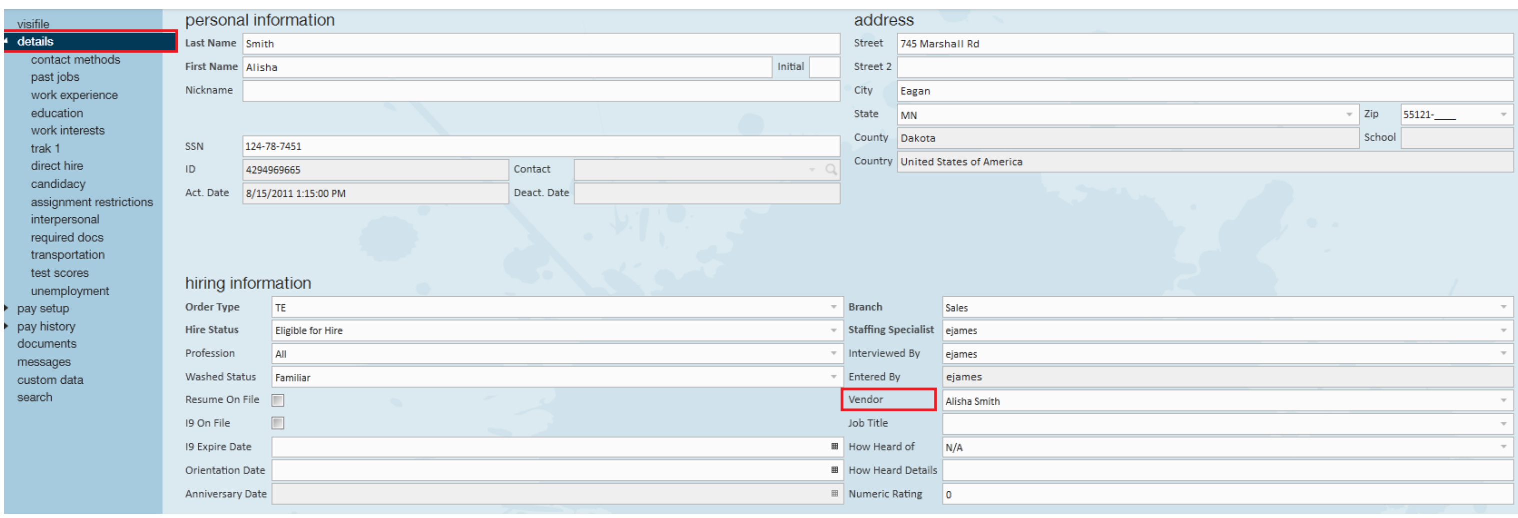
*Note – The address information included in the *remittance address* area will be printed on the consultant **Employee's Paycheck** as well as their 1099 form at the end of the year.

The *company ID* number will be populated once you have entered the Fed Employer ID and Name. From the *Company Type* dropdown, for 1099 employees, select Vendor. For 1099 employees, be sure to check the box under miscellaneous options *Generate 1099*. This is what tells TempWorks at the end of the year to create a 1099. For 1099 employees, select "NA – Not Apply" from the *Payment Terms* drop down menu.

*Note – The consultant **Employee** will be paid based on the *Pay Periods* selected in the **Order**, not upon the *Payment Terms* selected in the **Vendor** record.



When the consultant **Employee's Vendor** record is complete it should look similar to the one displayed above. Once the **Vendor** record is set up, navigate to the consultant's **Employee** record (or create a new **Employee** record for them) and open the **Details** form.



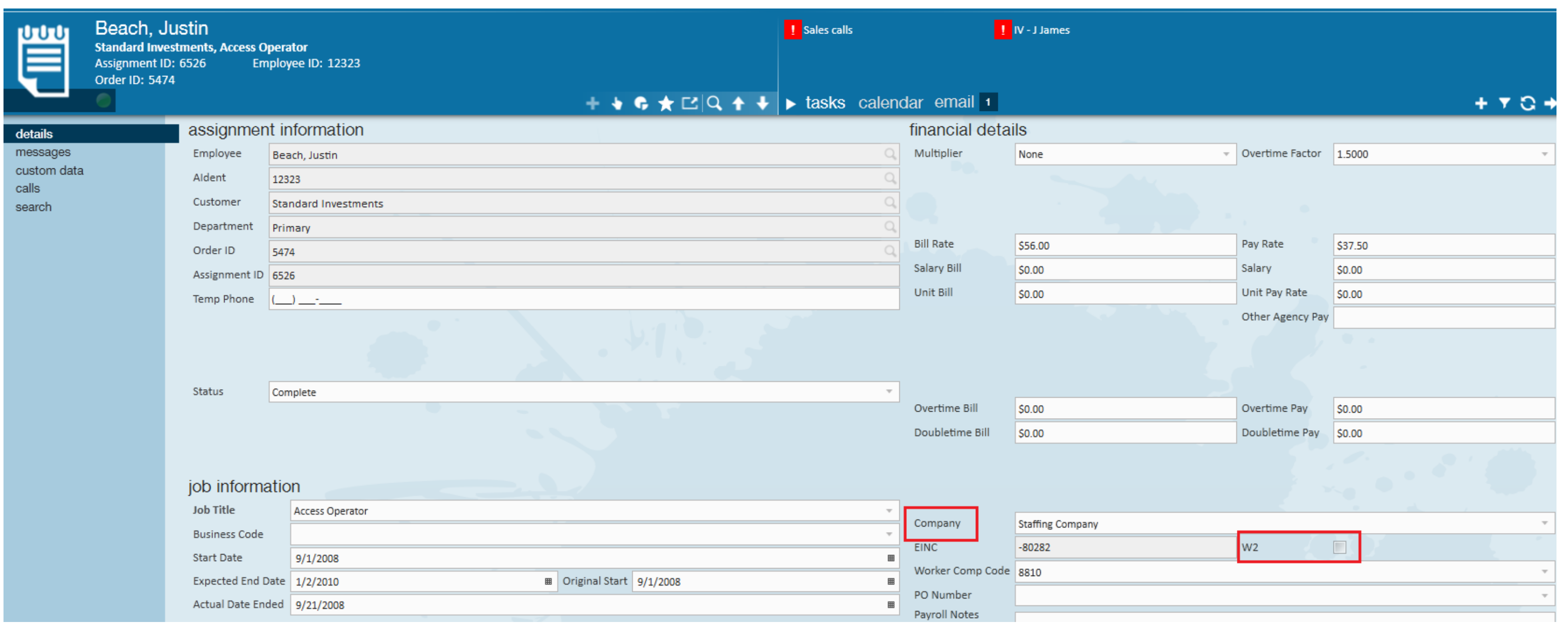
On the **Employee Details** form select the consultant's **Vendor** record from the *Vendor* drop down menu. This is the step that transforms this record from a taxable W2 **Employee** to a non-taxable 1099 consultant. The *SSN* field can be populated with the consultant's social security number, but it's not necessary to have the number documented on the **Employee** record if it's been added to the **Vendor** record.

*Note – The *Vendor* must be selected and saved to the consultant's **Employee** record prior to creating an **Assignment** for them on the **Order**. If the **Vendor** record is not attached the **Assignment** will be created as if this was a taxable W2 **Employee**.

Once the Vendor field has been populated with the correct, the icon circled above will be displayed in the avatar area noting that they are a vendor employee.

From the drop down menu on the **Employee** *Actions Bar* select *View Vendor Record* to navigate to the **Vendor** record associated with this consultant's **Employee** record. The rest of the **Employee** record can be populated with the information that will be needed to search on and place the consultant.

When the consultant **Employee** is placed on an assignment the **Details** screen for their **Assignment** should look similar to the one above. Most of the information on this form will be completed exactly as it would be for a W2 **Employee**. The difference is that in the Financial Details section the *Company* field will display the **Vendor** record associated with the consultant's **Employee** record and the *W2* check box will not be checked.



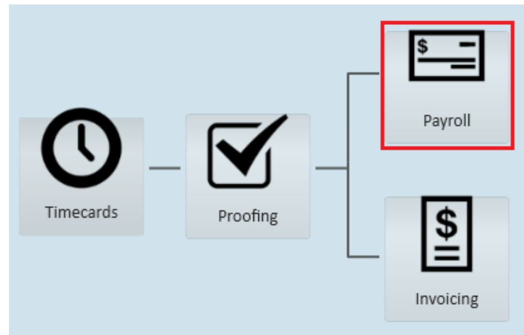
*This information <u>cannot</u> be changed at the **Assignment** record level. That is why the consultant's **Employee** record <u>must always</u> have the **Vendor** selected in the Vendor field before the **Assignment** is created.*

*Note – If the *Company* and *W2* fields on the consultant's **Assignment** record <u>do not</u> look similar to those shown above, change the *Status* to "Deleted/Mistakenly Entered" and duplicate the date used in the *Start Date* field into the *Actual Date Ended* field. Then update the consultant's **Employee** record with the *Vendor* information (as explained previously in this document) and re-assign them to the **Order**.

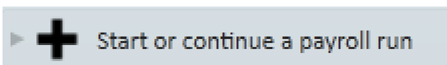
<u>Processing 1099 Consultant Payroll</u>

Once the **Assignment** has been set up <u>correctly</u>, **Payroll** and **Invoicing** can be processed for these *Transactions*. The **Time Entry** and **Proofing** process for a 1099 consultant does not differ from that of W2 **Employees**. The hours, unit pay, salary, one-time adjustments, etc. will be added to the **Time Entry** spreadsheet. Once **Time Entry** is done, complete the **Proofing** process and fix any errors that need to be addressed, and then close the session. Once you have completed Proofing, you are now able to process payroll.

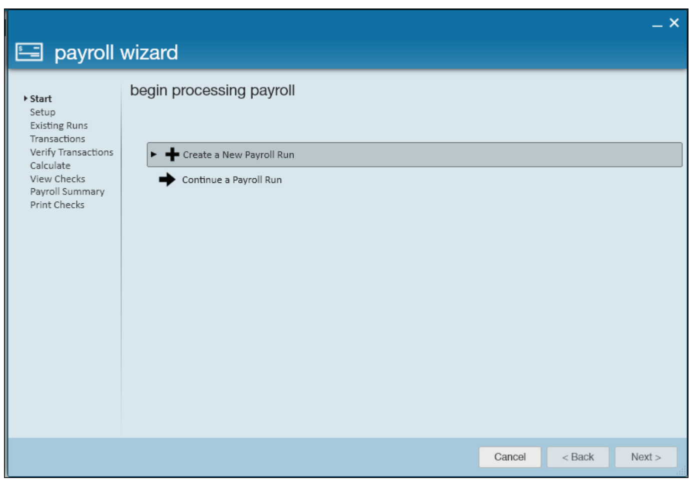
Begin the Payroll process as you normally would by selecting the Payroll icon within **Pay/Bill.**



To start the payroll run, click on the following;



Clicking on *Start or Continue a Payroll Run* from the ***Payroll*** options in the **Payroll and Invoicing** form will open the ***Payroll Wizard***. Select *Create a New Payroll Run*.

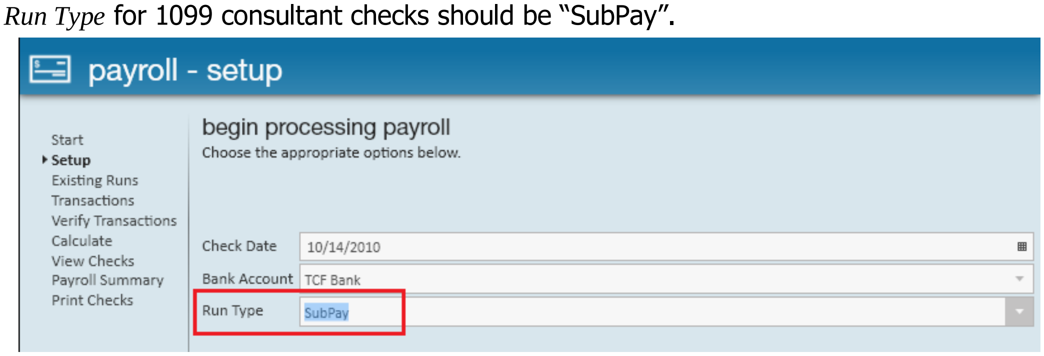


Verify and change the *Check Date*, *Bank Account*, and *Run Type*.

The *Check Date* is the date that will print on all **Paychecks** in this run.

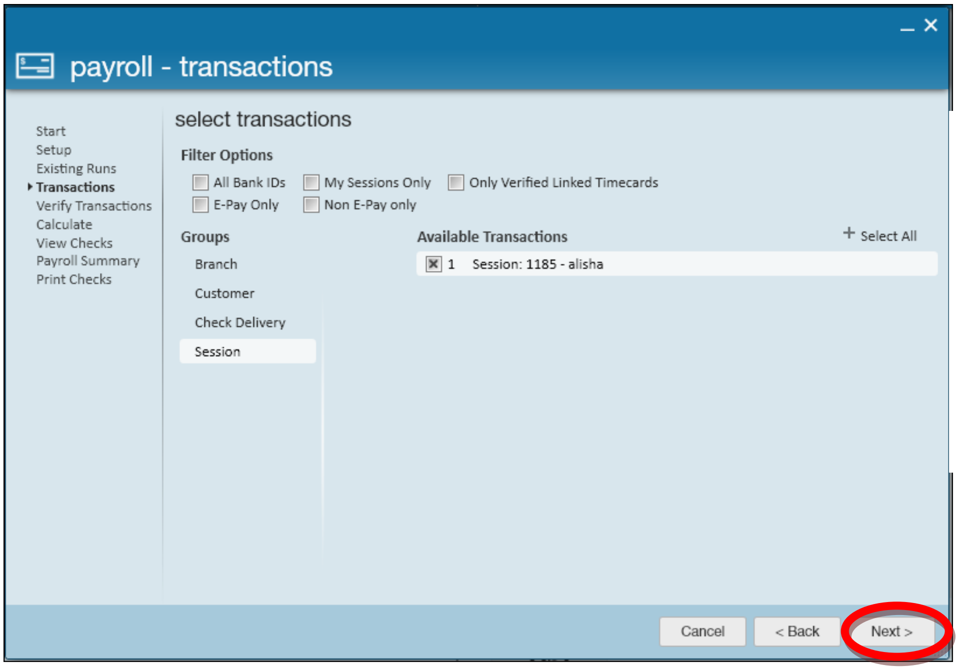
The *Bank Account* is the account that the funds will be withdrawn from for the 1099 consultant **Payroll**.

The *Run Type* for 1099 consultant checks should be "SubPay".



Once you have completed the Setup, click on Next in the bottom right of the Wizard.

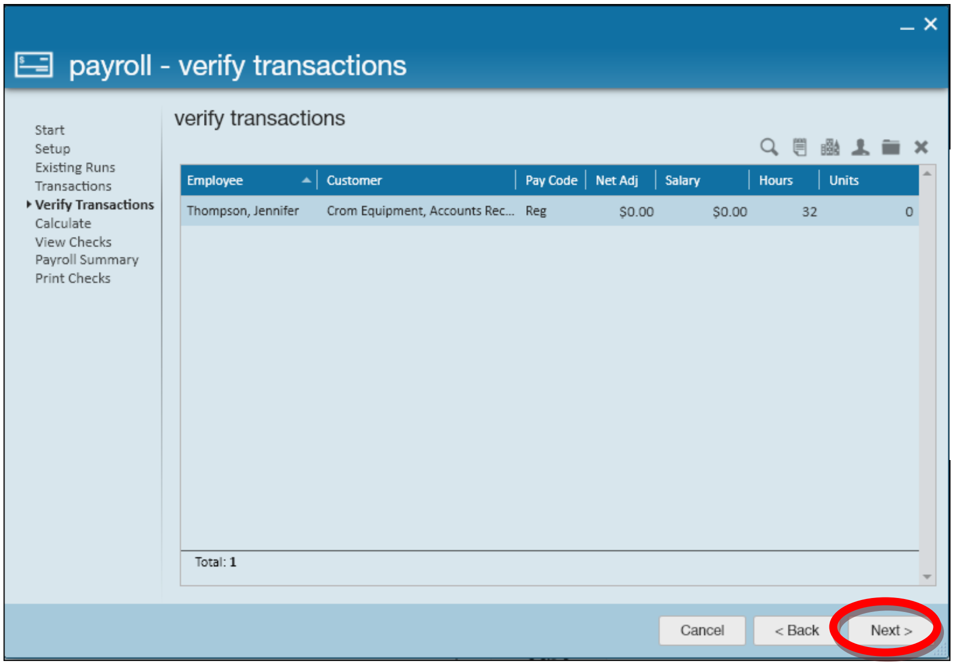
The next step is to select the transactions you wish to process. View available *Transactions* by selecting *Branch*, *Customer*, *Check Delivery* or *Session* under the Groups section and then click in the box in front of the *Transactions* to be included in the run. Once *Transactions* are selected, click *Next*.



*Note – By choosing a *Run Type* in the previous form of "SubPay", Enterprise will only display *Transactions* that are set up correctly for this type of **Payroll** run.

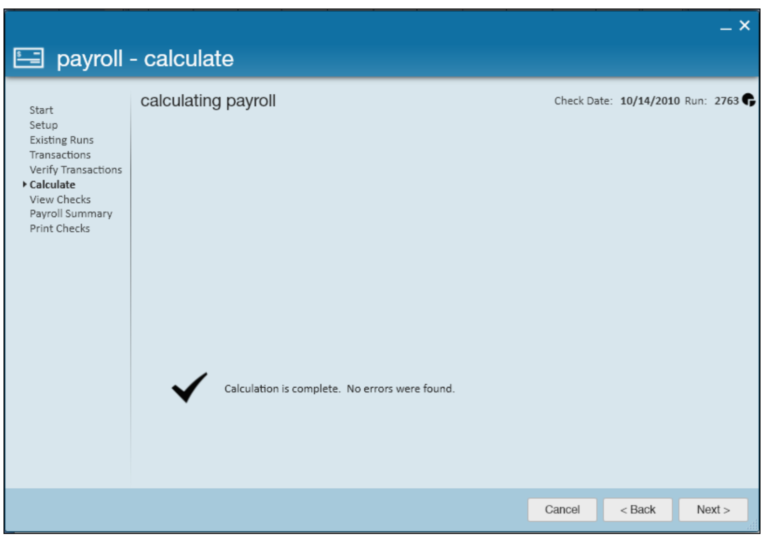
Troubleshooting Tip: *If the **Time Entry** and **Proofing** are complete and the Transaction is still not displaying, the **Assignment** or **Vendor** record may not be set up properly. Refer back to earlier in this document to verify that the records are correct. If not, make the appropriate changes and continue processing. If all record set up seems to be correct and the Transaction is still not pulling in then contact the TempWorks customer support group at 877-452-0327 or by sending an email to support@tempworks.com.*

Verify that the correct *Transactions* have been selected and then click *Next*. Choose *Back* to return to the previous screen and select different *Transactions*.



To remove a *Transaction* from the run, right-click and select *Remove Transaction* or highlight the line and click on the button in the upper right.

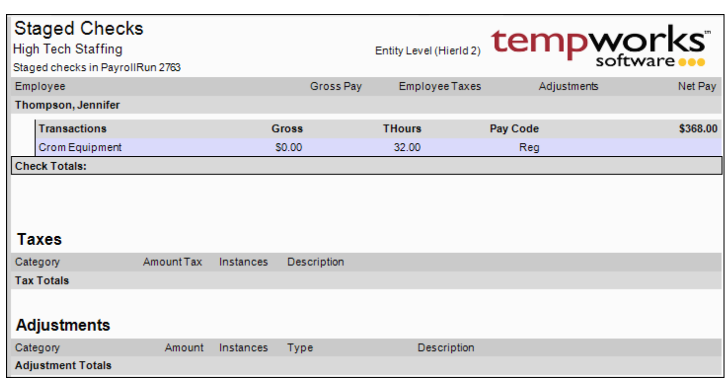
When calculation is completed the ***Payroll Wizard*** will display the following message:



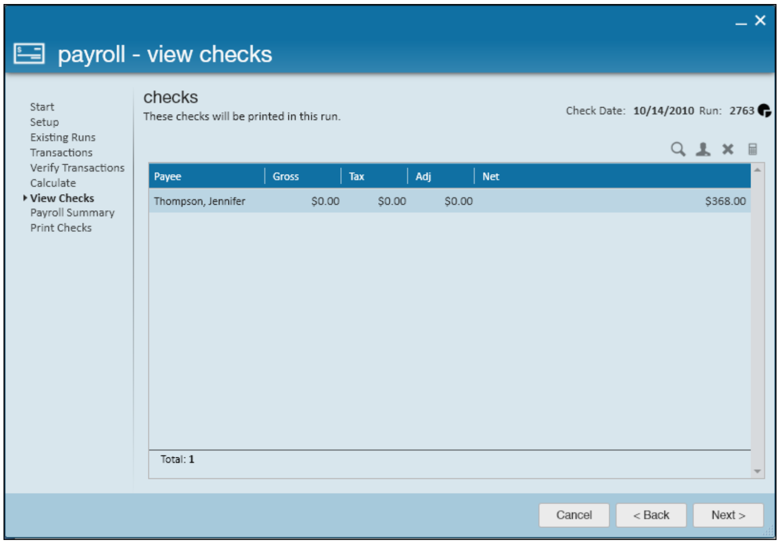
*Note – If any errors occur, refer to the appropriate Enterprise Back Office Training Manual for your version of Enterprise to ensure they are corrected accurately.

Click on the button in the upper right to view the *Staged Checks* report.

Click *Next* to continue and view the **Paychecks**.

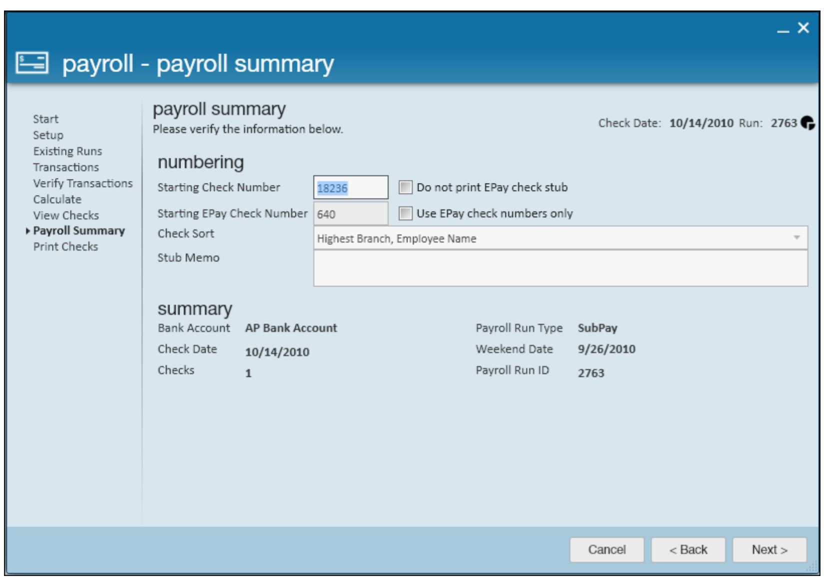


Verify that checks look correct and then click *Next*.



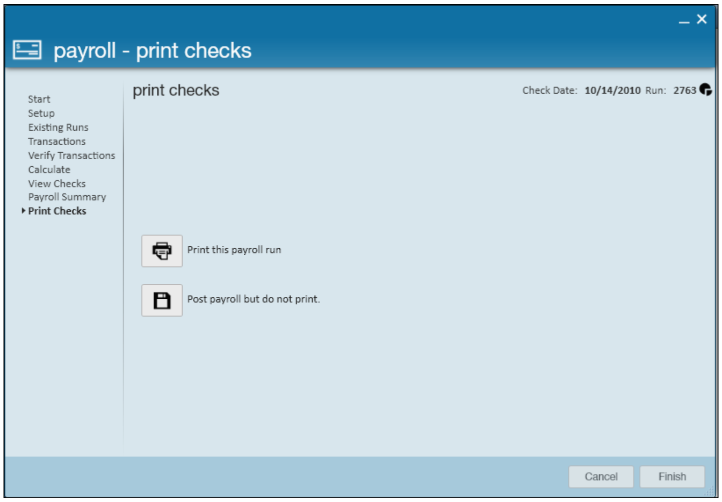
To view the check details right-click on the line for the **Paycheck** and select *View Check* or click on the button in the upper right. To remove a check from the run highlight the line and click the button or right-click and select *Remove Check*. Removing a check will simply put it back to the beginning of the payroll process by taking it out of this run. This is not deleting the transaction.

Enterprise will automatically pull the next available *Check Number* and place it in the *Starting Check Number* field. Verify that this number is accurate. Select the *Check Sort*, in which manner you want the checks to print in, and if desired, add a *Stub Memo* that will print on all **Paychecks** in the run. Then click *Next*.



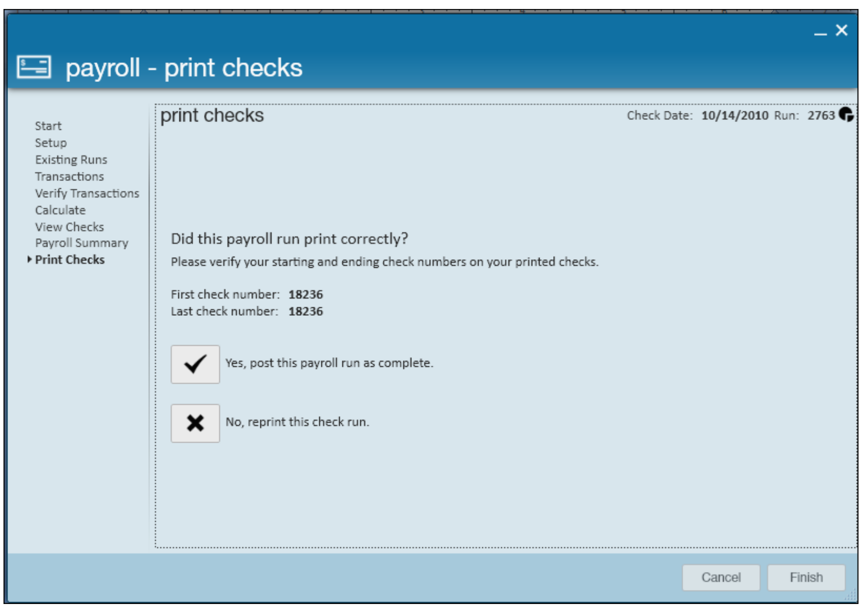
*Note – If pre-printed check stock is being used you will need to verify that the *Starting Check Number* matches the first number on your check stock. Select *Use EPay Check Numbers Only* if this is a run that includes only ACH (direct deposit) *Transactions* and if you use pre-printed check stock.

Select the button to bring up the printer select prompt and print checks. Click the button if Paychecks are going to be printed remotely at another location.



Select the printer from the list and then click *Print*.

Once checks are done printing verify that there wasn't a paper jam and then match the first and last check numbers to the ones listed on this screen. If everything is correct, click on the button to post the **Paychecks**. Posting the run will close the ***Payroll Wizard***. **Payroll** is now complete.



*Note – If the **Paychecks** do not print properly, please refer to the appropriate Enterprise Back Office Training Manual for your version of Enterprise to address this issue.

The screen shot below displays a sample of what a **Paycheck** should look like when the "SubPay" **Payroll** *Run Type* is selected. Notice that there are no ***Taxes*** listed.

Name: Grier, Vincent Social Security Number: XXX-XX- Check Date: 02/26/2010

Earnings	Rate	Hours	This Period	Tax	Tax	YTD Tax	AWH	Adj	Amt	YTD
Reg	23.00	40.00	$0.00							
Accrual	**Amount**		**Balance**							
Gross		$0.00								
Net		$920.00								
Year To Date Gross		$0.00		**Total**	$0.00	$0.00		**Total**	$0.00	$0.00

Allowances

TempWorks Software, Inc.
3140 Neil Armstrong Blvd
Suite 205
Eagan, MN 55121

Anchor Bank
www.anchorlink.com
AnchorLine 952-808-8083
75-1523-960

Check No
682385

Nine Hundred Twenty DOLLARS and Zero CENTS

Date	**Amount**
02/26/2010	920.00

Vincent Grier
409 Albania Ave.

Apple Valley, MN 55124

AUTHORIZED SIGNATURE(S)

⑈000682385⑈ ⑆678992345⑆33332222111⑈

TempWorks Software Inc.
3140 Neil Armstrong Blvd
Suite 205
Eagan, MN 55121

Vincent Grier
409 Albania Ave.

Apple Valley, MN 55124

*Note - There is no difference between **Invoice** processing for W2 **Employee's** and 1099 consultants. For more information on **Invoice** processing refer to the appropriate Enterprise Back Office Training Manual for your version of Enterprise.

Still Have Questions?

For more information about 1099 consultants contact our customer support group at 651-452-0366 or by sending an email to support@tempworks.com.

To schedule training on setting up 1099 consultants, submit suggestions on how to improve this document, or to request documentation on other Enterprise functionality please contact the TempWorks Training Department at 651-452-0366 or email Trainers@TempWorks.com.