

Pay Runs Setup – Quick Guide

Overview – Pay Run Setup

Step 1: Create & Define Basic Attributes of Pay Run

Set its basic attributes: identifying code, descriptions, payment frequency, regular/supplemental, whether or not it is used to generate time sheets.

Step 2: Define Pay Run’s Pay Periods

Define Pay Periods: start & end dates, processing date, posting date, pay date, period’s month.

Step 1: Create & Define Basic Attributes of Pay Run

PAY RUN MAINTENANCE						
PAY RUN DETAILS						
* Code	Description	Short Description	Frequency	Regular	Allow Automatic Time Sheet Generation	
BNS	Bonus	Bonus	Semi Monthly	<input type="checkbox"/>	<input type="checkbox"/>	
BON	Bonus Payroll	Bonus	Annually	<input type="checkbox"/>	<input type="checkbox"/>	
BW	Bi Weekly (Not Used)	Bi Weekly	Bi Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
SM	Semi Monthly	Semi Mthly	Semi Monthly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
WK	Weekly Payroll	Weekly	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
WK01	Weekly PY: Mon-Sun	WK01	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
WK02	Weekly PY: Tue-Mon	WK02	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
WK03	Weekly PY: Wed-Tue	WK03	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
WK04	Weekly PY: Thu-Wed	WK04	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ZZBN	ZZ Bonus Payroll	ZZ Bonus	Annually	<input type="checkbox"/>	<input type="checkbox"/>	
ZZWK	ZZ Weekly Payroll	ZZ Weekly	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Pay Run Details						
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WK	Weekly Payroll	Weekly	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
WK01	Weekly PY: Mon-Sun	WK01	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
WK02	Weekly PY: Tue-Mon	WK02	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
WK03	Weekly PY: Wed-Tue	WK03	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
WK04	Weekly PY: Thu-Wed	WK04	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ZZBN	ZZ Bonus Payroll	ZZ Bonus	Annually	<input type="checkbox"/>	<input type="checkbox"/>	
ZZWK	ZZ Weekly Payroll	ZZ Weekly	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

Pgm PYPAYRUN – Pay Runs Maintenance; standard Treeview path: US Payroll/International Payroll > Local Tables > Pay Runs.

The Pay Run Maintenance screen used to create a Pay Run and set its basic attributes: identifying code, descriptions, payment frequency, regular or supplemental pay type, and whether or not it is used to auto generate time sheets. The pay type attribute, set via the **Regular** checkbox, is the attribute most often misunderstood, and the following section attempts to address this.

Pay Types: Regular vs Supplemental

Regular and supplemental Pay Runs are expected to be used for particular purposes by the system, and for these pay types, the system uses different methods to calculate benefits, deductions and taxes, and to generate reports.

COMMON MISTAKE: Some users assume that the regular attribute of a Pay Run (set via **Regular** checkbox) is determined by its frequency of payments, thinking that payments of regular frequency mean that the **Regular** checkbox must be checked, which is not the case. For Pay Runs, the **Regular** attribute means that the Pay Run is for salary/wage payments, as opposed to being for supplemental payments. See this section's *Common Mistakes* subsection for further details.

Regular – Pay Runs

The system expects regular Pay Runs to be for salary/wage payments, as opposed to supplemental payments. The following are details about regular Pay Runs:

- in calculating taxes, the system treats these payments as salary/wage payments (different method used for supplemental payments)
- in generating salary/wage related reports, the system only considers regular Pay Runs
- only regular Pay Runs allow the **Allow Automatic Time Sheet Generation** (flag) functionality
- taxes are calculated using Regular calculation method
- overtime rules can be defined

- recalculation of salary charge rates is allowed

Supplemental – Pay Runs

The system expects supplemental Pay Runs to be for payments like bonus payments, quarterly commissions, and W2 year-end adjustments, as opposed to salary/wage payments. The following are details about supplemental Pay Runs:

- in US, flat method used to calculate taxes (Regular method used in Canada)
- all employees belongs to supplemental Pay Run
- overtime rules cannot be defined for supplemental Pay Runs
- timesheets cannot be entered against supplemental Pay Runs

Frequency – Field

In CMiC Enterprise, Pay Runs can be set up with the following pay cycle frequencies:

Frequency	Description & Typical Use
Weekly	every 7 days; typically for hourly (wage) employees
Bi-weekly	every 14 days; typically for salaried employees
Semi-monthly	2 pay periods per month: ending on 15th and on last day of month; typically for salaried employees
Monthly	every month; typically for salaried employees
Quarterly	three calendar month cycle
Semi-annually	6 month cycle
Annually	once per calendar year

Allow Automatic Time Sheet Generation – Checkbox

- indicate if system is to automatically generate timesheets for all employees assigned to Pay Run, which would be for salary/wage payments; if not checked, timesheets must manually be created by management
- generates identical timesheets for a specified period of time, for employees to fill out
- if checked, this Pay Run is for salary/wage payments, so the **Regular** flag must also be checked (all Pay Runs for salary/wage payments must be regular)

Common Mistakes

1) **Regular** checkbox not set correctly for Pay Runs, causing issues with reports, tax calculations, and postings to the GL. For this checkbox, the term “regular” means that the Pay Run is for salary/wage payments, as opposed to being for supplemental payments.

Sample Mistake 1 – Salary/Wage Payments of Irregular Frequency

In setting up a Pay Run for salary/wage payments that are paid out with an irregular frequency, it is not flagged as **Regular** because the user thinks that the term “regular” refers to the frequency of payments (being regular or irregular in occurrence); thus, the system does not recognize the Pay Run as one for salary/wage payments.

Sample Mistake 2 – Supplemental Payments of Regular Frequency

In setting up a Pay Run for supplemental payments of regular frequency, it is incorrectly set as **Regular**, causing the system to treat it as a Pay Run for salary/wage payments.

Step 2: Define Pay Run's Pay Periods

COMPANY PAY PERIOD MAINTENANCE Table Mode Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

Company ZZ CMIC Construction Inc.

PAY RUN

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

Pay Run ZZBW Biweekly Frequency

* Year 2011 * Periods 26 * Start Date

* Check Rates On Check Stub Available For Dispatch

* Stub Rates On Deposit Stub Show Stub On ESS **Create Periods**

PAY PERIOD

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* Period	Start Date	End Date	Process Date	Posting Date	Pay Date	Month	Posted Flag	* Close Timesheet Period
1	01/Jan/2011	14/Jan/2011	14/Jan/2011	14/Jan/2011	14/Jan/2011	1	<input checked="" type="checkbox"/>	None
2	15/Jan/2011	28/Jan/2011	28/Jan/2011	28/Jan/2011	28/Jan/2011	1	<input checked="" type="checkbox"/>	None
3	29/Jan/2011	11/Feb/2011	11/Feb/2011	11/Feb/2011	11/Feb/2011	2	<input checked="" type="checkbox"/>	None
4	12/Feb/2011	25/Feb/2011	25/Feb/2011	25/Feb/2011	25/Feb/2011	2	<input checked="" type="checkbox"/>	None
5	26/Feb/2011	11/Mar/2011	11/Mar/2011	11/Mar/2011	11/Mar/2011	3	<input checked="" type="checkbox"/>	None
6	12/Mar/2011	25/Mar/2011	25/Mar/2011	25/Mar/2011	25/Mar/2011	3	<input checked="" type="checkbox"/>	None
7	26/Mar/2011	08/Apr/2011	08/Apr/2011	08/Apr/2011	08/Apr/2011	4	<input type="checkbox"/>	None
8	09/Apr/2011	22/Apr/2011	22/Apr/2011	22/Apr/2011	22/Apr/2011	4	<input checked="" type="checkbox"/>	None
9	23/Apr/2011	06/May/2011	06/May/2011	06/May/2011	06/May/2011	5	<input checked="" type="checkbox"/>	None

Company Pay Period Maintenance screen's standard Treeview path: US Payroll/International Payroll > Company > Pay Periods

Payroll - TESTV10X Company Pay Period Maintenance

Select Company

Company ZZ CMIC Construction Inc.

Pay Run

Pay Run ZZBW Biweekly Frequency Bi Weekly

Check PYCHK01U US Standard Payroll Check Year 2011 Periods 26

Stub PYSTB01U CMIC Standard Pay Stub (Detail) Rates on Check Stub Start Date 01/JAN/2011

Rates on Deposit Stub Available For Dispatch

Show Stub On ESS

Pay Period

Period	Start Date	End Date	Process Date	Post Date	Pay Date	Month	Flag	Posted	
								Month	Closed Period For
1	01/JAN/2011	14/JAN/2011	14/JAN/2011	14/JAN/2011	14/JAN/2011	1	<input checked="" type="checkbox"/>	None	
2	15/JAN/2011	28/JAN/2011	28/JAN/2011	28/JAN/2011	28/JAN/2011	1	<input checked="" type="checkbox"/>	None	
3	29/JAN/2011	11/FEB/2011	11/FEB/2011	11/FEB/2011	11/FEB/2011	2	<input checked="" type="checkbox"/>	None	
4	12/FEB/2011	25/FEB/2011	25/FEB/2011	25/FEB/2011	25/FEB/2011	2	<input checked="" type="checkbox"/>	None	
5	26/FEB/2011	11/MAR/2011	11/MAR/2011	11/MAR/2011	11/MAR/2011	3	<input checked="" type="checkbox"/>	None	
6	12/MAR/2011	25/MAR/2011	25/MAR/2011	25/MAR/2011	25/MAR/2011	3	<input checked="" type="checkbox"/>	None	
7	26/MAR/2011	08/APR/2011	08/APR/2011	08/APR/2011	08/APR/2011	4	<input type="checkbox"/>	None	
8	09/APR/2011	22/APR/2011	22/APR/2011	22/APR/2011	22/APR/2011	4	<input checked="" type="checkbox"/>	None	
9	23/APR/2011	06/MAY/2011	06/MAY/2011	06/MAY/2011	06/MAY/2011	5	<input checked="" type="checkbox"/>	None	

E-Time Message

Company Pay Period Maintenance screen's standard Treeview path: US Payroll/International Payroll > Company > Pay Periods

After a Pay Run is created and its basic attributes are set, this screen is used to define its pay periods for a particular year. Also, this screen is used to set the **Check** and **Stub** formats for the Pay Run.

Pay Run – Section

This section is used to set the basic attributes of the Pay Run's pay periods, and to automatically create and fill out entries for each of its periods.

Auto Create Pay Periods

After selecting the **Pay Run**, the **Periods** field is automatically filled in according to the Pay Run's **Frequency**. To have the system automatically create entries for each of the Pay Run's periods, and to calculate their dates, do the following:

- 1) enter its **Year**
- 2) adjust number of **Periods**, if necessary, such as adding extra period for year-end adjustments (see *Extra Period for Year-End Adjustments* subsection for details)
- 3) adjust **Start Date** if necessary
- 4) for ADF screen, click [**Create Periods**]

Once created, the **Pay Period** entries can be modified as necessary, however, keep the following note in mind:

NOTE: If the start and end date of the first period is in the prior year, the post-date must be in the current year for the benefits, deduction and taxes of that period to be included in the correct year.

Section's Fields & Buttons

Pay Run

Enter/Select the pay run for which you are defining the pay periods. The pay run must have been set up previously within Pay Run Maintenance.

Check, Stub

Select check stub/deposit stub format to use for this Pay Run.

Some clients use a custom application to print check stubs and deposit stubs; see *Custom Apps to Print Pay Stubs* section for details.

Stub

Select deposit stub format to use for this Pay Run.

Print Rates on Check/Stubs – Flags

To print pay rates on either the direct deposit stub or payroll check, check the corresponding box

NOTE: These boxes will only be available if the format chosen in the previous step has allowance for this field, as not all check or stub layouts are capable of printing the rate.

Year

Year for which the pay periods are being defined; defaults to current year.

Periods

The number of periods within this pay run; system will default the number of periods based on the frequency of the pay run, after which modifications can be made where required.

Start Date

Enter the first day for which work will be performed and paid for the pay run you are defining. The system will default the current system date to this field.

Available for dispatch

If checked, available in Dispatch module.

Show Stub on ESS

When this flag is checked, the system will print the stub for that year only. The application also considers the Pay Date for the current Period. If the System Date is equal or lower to the Check Date, the stub will be available on ESS Pay Stub printing screen.

[Create Periods] – Button (ADF only)

As explained in the preceding *Auto Create Pay Periods* subsection, this button is used to automatically create and fill out Pay Period entries.

Pay Period – Section

As explained in the preceding *Auto Create Pay Periods* subsection, the system automatically creates and fills out the pay period entries, which then can be modified as required.

COMMON MISTAKES:

1. For a **Period**, the **Month**, **Process Date**, **Posting Date** and **Pay Date** fields are automatically populated using the **Period's End Date**. However, in some cases users need to have a **Pay Date** that is different from the **End Date**. A common mistake is for users to change the **Pay Date** without ensuring that the **Month** field is set to the month the **Pay Date** is in. For details, refer to this section's *Common Mistakes* subsection.

2. When defining pay periods for any given year, if the start and end date of the first period is in the prior year, the post-date must be in the current year for the benefits, deduction and taxes of that period to be included in the correct year.

Section's Fields & Buttons

Start Date

The **Start Date** is the **Period's** first work day.

NOTE: The first period's start date can be in the previous year, but its post-date must be in the New Year for the benefits, deduction and taxes of that period to be included in the correct year.

FORMS SCREEN

Once you have defined the **Start Date** for the first pay **Period** in the schedule, each subsequent **Start Date** will be defined as the calendar day after the previous period's **End Date**. This is done to ensure that no gaps exist in the pay period's schedule. For this reason, you will not be given access to the **Start Date** field.

End Date

The **End Date** is the last date for which work can be performed and paid for the **Period**. For the Forms screen, recall that since there can be no gaps in the schedule, this field's date determines the **Start Date** of the next **Period**.

Process Date

The **Process Date** is the date on which the checks will be produced for the pay period being defined. This date may not be the same as the date printed on the checks themselves.

Post Date

The **Post Date** is the date that the debits and credits associated with this pay period are posted to the General Ledger. Note that this may not be the same as the date that the checks are processed.

The system will automatically calculate and display this date for each period of the year, based on the end date for that period.

Pay Date

The **Pay Date** is the date that will appear on the checks, for the pay period being defined. The system will automatically calculate and display this date for each period of the year, based on the end date for that period.

Month

This field indicates the month a **Period's Pay Date** is in, and it is used by programs that generate reports and data for government reporting to determine the quarter the **Period** is in.

This field, like the **Process Date**, **Posting Date** and **Pay Date** fields, is automatically populated using the **Period's End Date**. However, in some cases users need to have a **Pay Date** that is different from the **End Date**. A common mistake is for users to change the **Pay Date** without ensuring that this field is set to the month the **Pay Date** is in, which causes various report and government reporting issues. For details, refer to this section's *Common Mistakes* subsection.

Posted Flag

If checked, payroll posting has occurred for this Pay Period. The system will automatically check this box as you post the payroll for the Period specified. If you are setting up a Pay Period schedule for a year in which processing has already occurred, you may need to check the Processed Flag for those Periods that have passed.

NOTE: If you are only running payroll for Timesheet Posting, after each pay period is complete you should come into this form and mark the period as processed. This will ensure that the correct year/period is defaulted into the payroll screens.

Closed Period For

A drop-down menu option 'Closed Period For' on 'Timesheet Periods Setup' and 'Company Pay Period' screens allows users to close the Period for either only the 'E-Timesheet' or both 'Approver & E-Timesheet'.

Extra Period for Year-End Adjustments

- before posting year-end adjustments for a Pay Run, ensure that its payments have been posted for all of its previous periods

Common Mistakes

Month Field Not Set to Month of Pay Date

The **Month** field indicates the month a **Period's Pay Date** is in, and it is used by programs that generate reports and data for government reporting to determine the quarter the **Period** is in. It, along with the **Process Date, Posting Date** and **Pay Date** fields, is automatically populated using the **Period's End Date**.

However, in some cases users need to have a **Pay Date** that is different from the **End Date**. A common mistake is for users to change the **Pay Date** without ensuring that the **Month** field is set to the month the **Pay Date** is in, which causes various report and government reporting issues.

Example:

As shown by the following screenshots, the **Pay Date** was changed, but the **Month** was not, causing the payroll table to contain wrong information. Then, when creating the quarterly file for the first quarter, the program added the April Period 7 data into quarter 1, by using the **Payroll Year/Qtr Setup on Pay Period Screen** option on the W2 screen, as shown in the second screenshot.

COMPANY PAY PERIOD MAINTENANCE

Search | Insert | Delete | Previous | Next | Workflows | Report Options | ECM Documents | User Extensions

Pay Run: BN | Bonus | Frequency: Bi Weekly

* Year: 2016 | * Periods: 26 | * Start Date: Dec 20, 2015

* Check: US Standard Check Stub

* Stub: CMIC Standard Pay Stub (Detail) | Create Periods

PAY PERIOD

View | Freeze | Detach | Search | Insert | Insert Multiple | Delete | Workflows | Report Options | Export | ECM Documents

* Period	Start Date	End Date	Process Date	Posting Date	Pay Date	Month	Posted Flag
1	Dec 20, 2015	Jan 02, 2016	Jan 06, 2016	Jan 08, 2016	Jan 08, 2016	1	<input checked="" type="checkbox"/>
2	Jan 03, 2016	Jan 16, 2016	Jan 20, 2016	Jan 22, 2016	Jan 22, 2016	1	<input checked="" type="checkbox"/>
3	Jan 17, 2016	Jan 30, 2016	Feb 03, 2016	Feb 05, 2016	Feb 05, 2016	1	<input checked="" type="checkbox"/>
4	Jan 31, 2016	Feb 13, 2016	Feb 17, 2016	Feb 19, 2016	Feb 19, 2016	2	<input checked="" type="checkbox"/>
5	Feb 14, 2016	Feb 27, 2016	Mar 02, 2016	Mar 04, 2016	Mar 04, 2016	2	<input checked="" type="checkbox"/>
6	Feb 28, 2016	Mar 12, 2016	Mar 16, 2016	Mar 18, 2016	Mar 18, 2016	3	<input checked="" type="checkbox"/>
7	Mar 13, 2016	Mar 26, 2016	Mar 30, 2016	Apr 01, 2016	Apr 01, 2016	3	<input checked="" type="checkbox"/>
8	Mar 27, 2016	Apr 09, 2016	Apr 13, 2016	Apr 15, 2016	Apr 15, 2016	4	<input type="checkbox"/>
9	Apr 10, 2016	Apr 23, 2016	Apr 27, 2016	Apr 29, 2016	Apr 29, 2016	4	<input type="checkbox"/>
10	Apr 24, 2016	May 07, 2016	May 11, 2016	May 13, 2016	May 13, 2016	5	<input type="checkbox"/>
11	May 08, 2016	May 21, 2016	May 25, 2016	May 27, 2016	May 27, 2016	5	<input type="checkbox"/>
12	May 22, 2016	Jun 04, 2016	Jun 08, 2016	Jun 10, 2016	Jun 10, 2016	6	<input type="checkbox"/>
13	Jun 05, 2016	Jun 18, 2016	Jun 22, 2016	Jun 24, 2016	Jun 24, 2016	6	<input type="checkbox"/>
14	Jun 19, 2016	Jul 02, 2016	Jul 06, 2016	Jul 08, 2016	Jul 08, 2016	7	<input type="checkbox"/>
15	Jul 03, 2016	Jul 16, 2016	Jul 20, 2016	Jul 22, 2016	Jul 22, 2016	7	<input type="checkbox"/>
16	Jul 17, 2016	Jul 30, 2016	Aug 03, 2016	Aug 05, 2016	Aug 05, 2016	7	<input type="checkbox"/>
17	Jul 31, 2016	Aug 13, 2016	Aug 17, 2016	Aug 19, 2016	Aug 19, 2016	8	<input type="checkbox"/>
18	Aug 14, 2016	Aug 27, 2016	Aug 31, 2016	Sep 02, 2016	Sep 02, 2016	8	<input type="checkbox"/>
19	Aug 28, 2016	Sep 10, 2016	Sep 14, 2016	Sep 16, 2016	Sep 16, 2016	9	<input type="checkbox"/>
20	Sep 11, 2016	Sep 24, 2016	Sep 28, 2016	Sep 30, 2016	Sep 30, 2016	9	<input type="checkbox"/>

W2/T4 PARAMETER SCREEN

SELECTION CRITERIA

* Export File?

* Federal Jurisdiction

* Report Based On

* Report Year

FEIN Number

* Company

Pay Run

From Quarter To Quarter

State Code From

State Code To

Start Employee

End Employee

* Sort Employee By

* City

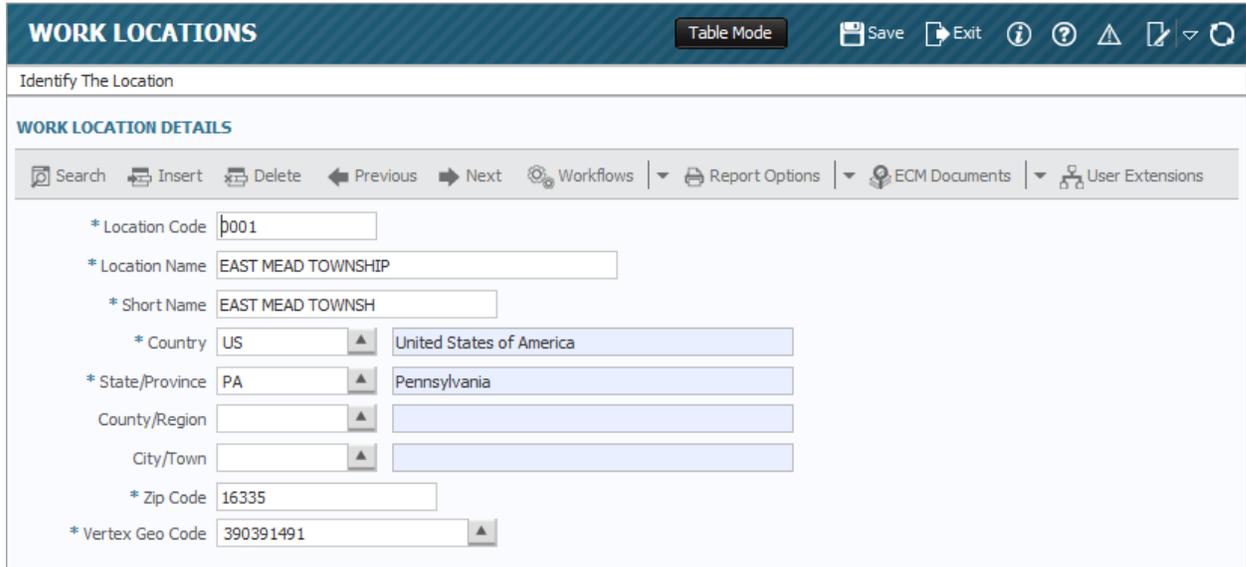
* Information

* Output Type

[Contact Info](#)

[Download File](#)

Step 4: Set Up Work Locations for Pay Run



Pgm: PYWRKLOC – Work Locations maintenance screen; standard Treeview path: Payroll > Setup > Local Tables > Work Locations

The Work Locations are setup to ensure accurate taxation as well as related worker compensation and public liability.

Location Code / Name

Enter a unique Work Location Code, up to four (4) characters in length as well as a location name.

Short Name

Enter short name for use where space is limited. This can be up to sixteen (16) characters in length.

Country / State

Enter the Country and State/Province codes for where this location is found.

County/Region and City/Town

Enter the optional County/Region and City/Town codes for this location. These values must have been setup previously in Geographies.

Zip / Postal Code

Enter the correct Zip/Postal Code. This will be used to determine valid options for the Vertex Geo Codes in the next field.

Vertex Geo Code

Select the appropriate Vertex Geo Code for this location.

Step 5: Set Up Taxes for Pay Run

Taxes are calculated through Enterprise and Vertex. The Tax codes and rates must be configured and specified in the Payroll application prior to Payroll Processing. Once Processing is run, the system will use the Vertex data to calculate the relevant taxes, often based on the Work Locations of the Employee.

Tax Calculation Method

Pgm: PYSUPMET – Tax Calculation Method Maintenance; standard Treeview path: Payroll > Administration > Taxes > Calculation Method

The Tax Calculation Method screen allows for the entry of alternate pay types against specific pay runs. These pay types can distinguish *supplemental* Pay Runs from *regular* Pay Runs for the purposes of tax calculation within specific states.

Pay Run

Select the Pay Run to which the alternate pay type should apply.

Work Loc

Select the work location to which the alternate pay type should apply.

Tax Code

Select the tax code to which the alternate pay type should apply.

Tax Description

Description of Tax Code used which is automatically populated from the Tax Master setup.

Pay Type

Select the Pay Type for the pay run and state that is being defined. The system allows you to select from the following options:

- 00 – Supplemental with Regular Pay,
- 01 – Regular Pay Only,
- 02 – Supplemental Pay Without Regular Pay

Calculation Method

Calculation Method entered here will override Calculation Method assigned on Taxes By Location screen.

Vertex Geo Code

The screenshot shows a software interface for setting up a work location. At the top, there is a dark blue header with the text "WORK LOCATIONS" and a "Table Mode" button. Below the header, there is a sub-header "Identify The Vertex Code" and another sub-header "WORK LOCATION DETAILS". A toolbar contains icons for Search, Insert, Delete, Previous, Next, Workflows, Report Options, ECM Documents, and User Extensions. The form fields are as follows:

* Location Code	0001
* Location Name	HANOVER
* Short Name	HANOVER
* Country	US United States of America
* State/Province	PA Pennsylvania
County/Region	
City/Town	
* Zip Code	17335
* Vertex Geo Code	391331570

The following Taxes must be setup (as per Vertex documentation) in the Tax by Locations tables as shown here in order to calculate correctly:

SUI – must be set to '**WORK**' location

FUTA – must be set to '**WORK**' location

State Withholding – must be set to '**BOTH**' location