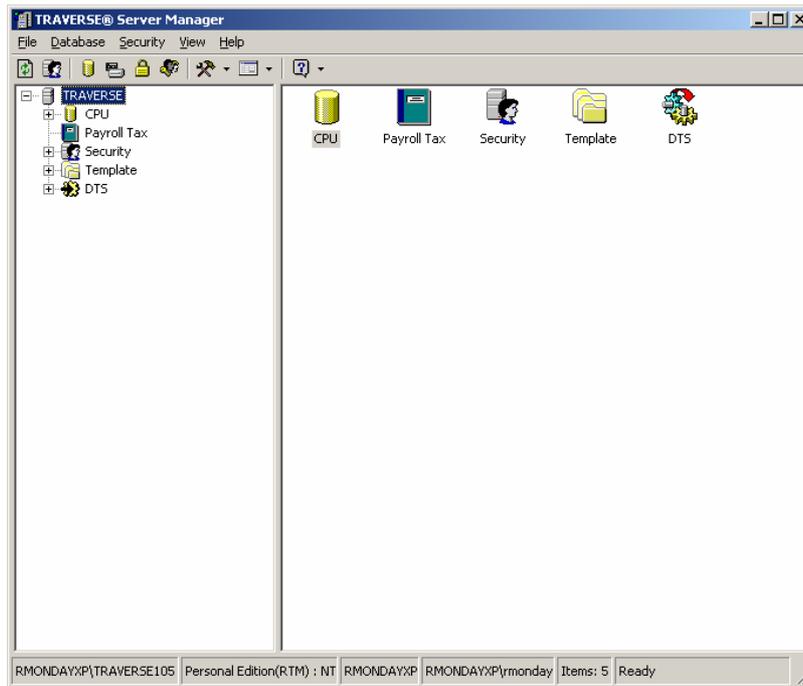


Traverse – New Payroll Year

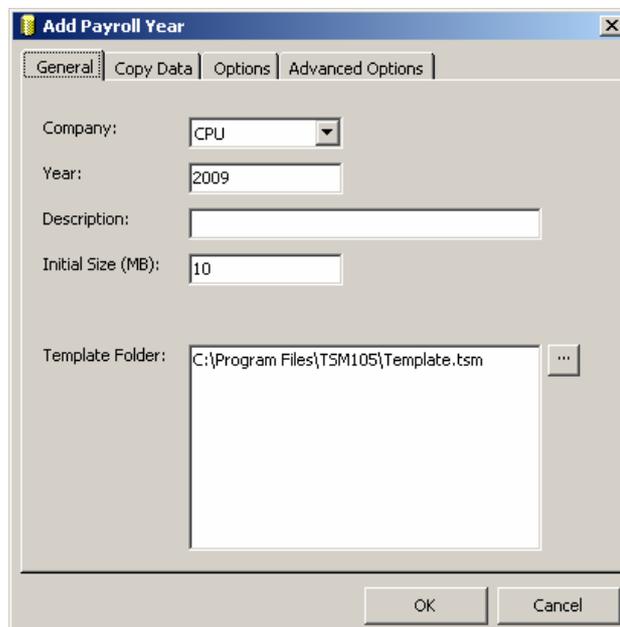
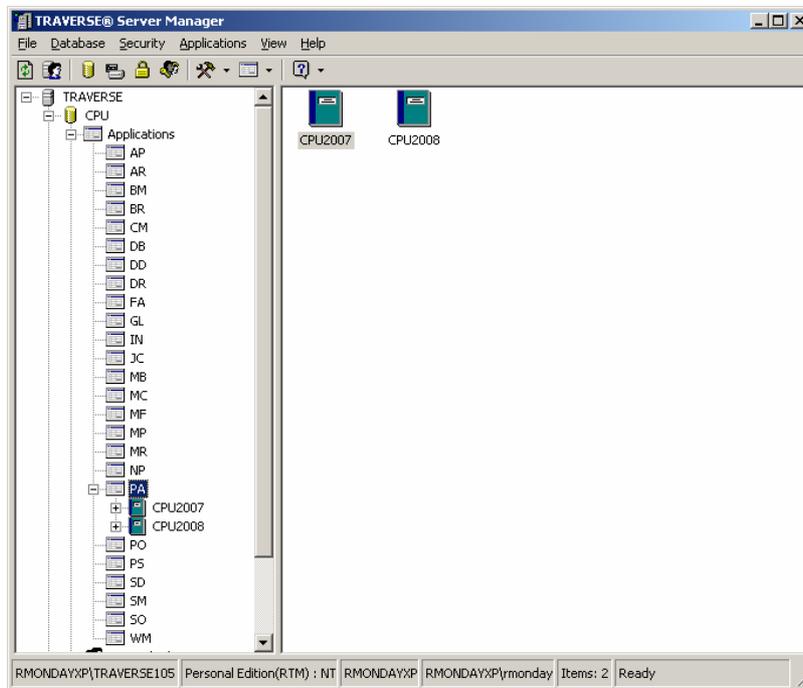
It is necessary for Traverse Payroll users to create a new payroll year each year. One can do this in advance of the end of the year providing that any changes made to the current year files that should also affect next year's files will have to be made in both years' data files.

To create the new payroll year, launch Traverse Server Manager ("TSM"). Once signed in, the TSM screen will look like this:

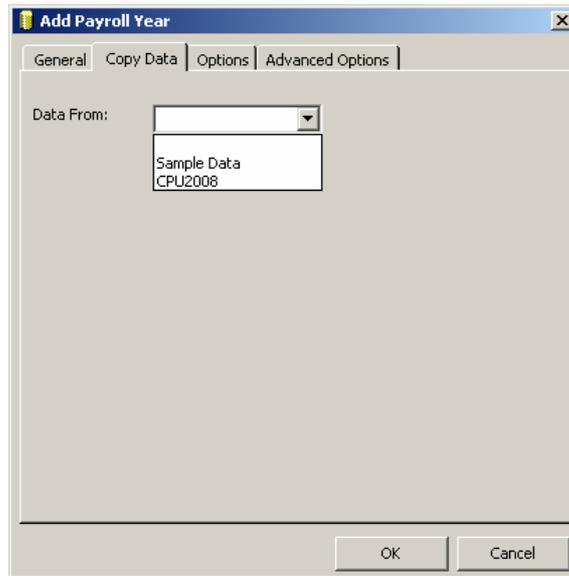


Notice that there is no "Payroll Tax" selection in the drop-down menu. To get it, **click on "Payroll Tax" in the (expanded "+") list under Traverse**. This will create a "Payroll Tax" drop-down option.

The second thing, which must be done for each company, is to add a new year for each company database. Right click on the company's PA application and select ADD YEAR.



Once the fields in the initial screen have been confirmed, click on the "Copy Data" tab. Drop the list of available databases to use as a model. Use the prior year for the same company as the database to copy from. For example, company CPU would create year 2009 by copying from the CPU2008 database.



This step will create all company-specific tables and transfer data (employees, company-specific tax rates, etc.) from the old year to the new year.

After this step completes, it is a good idea to confirm that the Local Status Codes have been duplicated from the old year to the new year since some early versions of Traverse 10.5 did not copy that table to the new year. (Status codes are year-specific.) Do that in Payroll, Codes Maintenance, Status Codes. Click on Local, fill in the state using the drop-down, then pull up each local jurisdiction to confirm that the Status Codes come up in the lower section. If they do not, add them. (Indiana counties require an “R” status code with description of “Resident xx” where “xx” is the county number.

If a (server) Maintenance Update containing new tax rates and/or stored procedures has been provided, apply it at this time. Unless otherwise specified in the maintenance-specific instructions, it can be applied to all payroll years and all companies since tax rates are stored with a year-specific index (key). Be sure to specify that Payroll data is to be included in the update (requires checking a separate box). Also, if new client ADEs have been provided, they should be deployed at this time.

Company permissions must be set through the Traverse Server Manager, Security (choose an individual or group, **right** click, Permissions) for the new databases. If you have customizations (enhancements) to stored procedures or modified forms that are stored in the payroll databases (i.e., CPU20XX), they will need to be brought into the new year.

When running Traverse (as opposed to the Traverse Server Manager), **one must specify which payroll year is being used for processing, reporting and maintenance.** That is done through the menus Payroll, Periodic Processing, Change Payroll Year. Once the year is selected, one can check a box on that form to use that year only on the workstation making the change, or (if unchecked) for all workstations when in this company.



If “This Workstation Only” is checked, it will revert back to the original (default) year for “all workstations” when the operator either does a “Change Company” (even if changing to the same company) or closes Traverse and logs in again. If the box is unchecked, it will change the default year for all workstations and for subsequent Traverse sessions (after they log out/in) for every workstation.

Log into each company, set the Payroll Year, and **create any necessary state unemployment records**, as well as updating any rates required. If you are using Traverse in a multi-company environment, you will need to look at the Formula Tables, checking the company-specific check box, to see if there are company-specific state unemployment tables. If there are, you will need to create an identical table in the non-company-specific table (uncheck the company-specific box). Use the same name, description, column headings and rates.

Remember that once a new year has been created, any maintenance that is performed to the old year will not automatically be transferred to the new year. The maintenance would have to be performed on both years if applicable to both years (new employee, change in tax status, change in deduction rates or types, etc.).

For Indiana, county tax jurisdictions are based on the county-of-residence as of January 1st of each year, so there may be some maintenance to be performed in the Employee Masterfile records, too.