

# COMPATIBLE PAYROLL SYSTEM 46N

## INSTALLATION AND OPERATING INSTRUCTIONS

\*Keep these instructions for reference and training new personnel.

### STARTA-SYSTEM® CONTENTS

- 25 Payroll Journals
- 25 Compensation Records
- 200 Double Window Envelopes
- 300  
or 625 Payroll Checks
- 1 Folding Pegboard

### HOW TO BEGIN

1. Check your order. Verify the imprint and bank information is correct on your checks.
2. Place the folding Pegboard on your desk so clamp is at the left. The pegboard will open to the right.
3. Place one Payroll journal on the pegboard. The second peghole from the top of the journal should be placed on the first peg of the pegboard.

\* If using the carbon overlay journal, place the third peghole from the top on the top peg of the pegboard.

### PREPARING THE JOURNAL:

1. Enter the Page Number and Period Ending at the top and bottom of the journal. (See A of illustration 1)
2. Fill in the Earnings and Deductions columns on the journal with the headings that correspond with your checks. (See B of illustration 1)
3. In columns 1-11, enter the appropriate distribution column headings. (See C of illustration 1)
4. Place the first bank of shingled checks on the pegboard by placing the first peghole at the top of the bank of checks on the top peg. Be sure the posting line of the top check aligns with the first writing line on the journal.

The illustration shows a payroll journal form with a grid for data entry. The form is divided into several sections: EARNINGS, DEDUCTIONS, PAYROLL SUMMARY, and a bottom section for PERIOD ENDING, PAGE NO., and BY. The EARNINGS section has columns for REGULAR, OVERTIME, and COMMISSION. The DEDUCTIONS section has columns for SOCIAL SECURITY, MEDICAL, and RETIREMENT. The PAYROLL SUMMARY section has columns for CHECK NUMBER, OFFICE STAFF, SALES PERSONNEL, SHIPPING DEPT, RECEIVING DEPT, and TEMP HELP. The bottom section has fields for PERIOD ENDING (April 19XX), PAGE NO. (1), and BY. Three callouts are present: A. Enter Page No. and Period Ending Date. (pointing to the bottom right), B. Head Columns to correspond With Your Checks (pointing to the EARNINGS and DEDUCTIONS columns), and C. Enter Distribution Column Headings (pointing to the columns under PAYROLL SUMMARY).

ILLUSTRATION #1

## PREPARING THE COMPENSATION RECORD:

1. Complete the top of the card with the employee name, address, telephone number and social security number. Enter all other pertinent information at the top. (See A of illustration 2)
2. Enter the deduction headings to correspond with your check. (See B of illustration 2)

## RECORDING THE PAYROLL:

1. Slide the appropriate Compensation Record under the check until the columns line up properly. Be sure the line number of the current pay period is in line with the posting line of the check.
2. On the posting line at the top of the check, beginning at the left, enter the Pay Period Ending, Time Worked, Regular and Overtime Earnings and Total (Gross) Pay. (See C of illustration 2)

3. Complete the posting line with the appropriate Deductions, Net Pay and the Employee's Name. Record the check number on the journal. (See D of illustration 2)
  4. Distribute the gross amount of the check to the proper distribution column on the right side of the journal. (See E of illustration 2)
  5. Once the posting line is complete, detach the check at the perforation.
- Remove the Compensation Record.**
6. Complete the check by entering the net amount on the pay line, sign the check and place in a double window envelope.

**A. Complete All Necessary Information at the Top of Card**

**B. Enter Deduction Headings to Correspond with Your Check**

PAYROLL SUMMARY										PAGE NO. 1		FOR PERIOD ENDING April 19XX												
LINE	PERIOD	REG.	OT.	TOT.	FICA	FED. TAX	STATE TAX	INS.	NET PAY	OFFICERS	OFFICE STAFF	SALES PERSONNEL	SHOPPING DEPT	RECORDING DEPT	TEMP HELP									
1	4/1/16-40	275.00	-	275.00	20.324	2.16	5.00	-	211.28		275.00													
2	4/1/16-40	242.00	12.10	254.10	18.81	36.30	2.98	2.07	193.94			254.10												
3	4/1/16-40	-	-	301.00	18.92	40.77	3.46	2.55	5.00	230.30	301.00													
<p>NAME: Mike Smith    CLOCK NUMBER: 8136    DEPT: Sales    S I</p> <p>STREET: 405 Lane Street    SOC SEC NUMBER: 451-00-0000    DATE STARTED: 9/24/10</p> <p>CITY: Anytown    YEAR 19XX    PHONE NO: 456-7870    DATE LEFT: -</p>										4	2008	486.00												
										5	2009				126.00									
										6	2010			294.00										
										7	2011	396.00												
										8	2012			336.00										
										9	2013		412.00											
										10	2014		426.00											
										11	2015	537.00												
										12	2016		450.00											

**C. Record Pay Period, Time Worked, Regular and Overtime Earnings and Total Gross Pay.**

**D. Complete the Posting Line with Deductions, Net Pay and Employee's Name. Enter the Check Number on the Journal**

**E. Enter the Gross Amount in the Appropriate Distribution Column.**

STARTA SYSTEMS, INC.    2016    56-587-1958

4 TIME SAVINGS WAY    DATE: April 24, 19XX

ONE WHITE L.I.B.A. TOWER    TELEPHONE (513) 443-0000

PAY: Three Hundred Fifty-Nine and 64/100    DOLLARS \$ 359.64

TO THE ORDER OF: Mike Smith    STARTA SYSTEMS, INC.

405 Lane Street    NON-NEGOTIABLE

Anytown, U.S.A. 00000

\*002016\* \*195605678\* 90 123 919\*

PERIOD ENDING: April    19XX

PAGE NO.    81

EMPLOYEE COMPENSATION RECORD

ILLUSTRATION #2

# PROVING THE JOURNAL:

1. Total all columns and enter figures on the last line of the journal. (See A of illustration 3)
2. The total of the Total Pay column (Col. D) less the sum total of the Deduction columns (Col. E-J) must equal the Net Amount column (Col. K). (See B of illustration 3)
3. The Net Amount column (Col. K) plus the sum total of the Deduction columns (Col. E-J) must equal the sum total of columns 1-11. (See C of illustration 3)

PAYROLL SUMMARY													PAGE NO. 1		FOR PERIOD ENDING April 19XX						
EMP. NO.	TIME RECORDED	REGULAR EARNINGS	OVERTIME	COMMISSION	SALES	TRAVEL	EXPENSES	INSURANCE	RETIREMENT	UNEMPLOYMENT	NET AMOUNT	EMPLOYEE'S NAME	CHECK NUMBER	OFFICE STAFF	SALES PERSONNEL	SHIPPING DEPT	RECEIVING DEPT	TEMP HELP			
1	4/1/14 40	- 275.00	-	275.00	15.12	38.20	3.24	2.16	5.00		211.28	Joyce Smith	2005		275.00						
2	4/1/14 40	- 242.00	12.10	254.10	13.81	36.30	2.98	2.07	5.00		193.94	Joe Walters	2006			254.10					
3	4/1/14 40	- 301.00	-	301.00	18.92	40.77	3.46	2.55	5.00		230.30	Katie Miller	2007		301.00						
4	4/1/14 40	- 486.00	-	486.00	26.73	68.04	5.83	3.89	5.00		376.51	Kevin Taylor	2008	486.00							
5	4/1/14 16	- 126.00	-	126.00	6.93	7.64	1.51	1.01	-		98.91	Amy Michaels	2009					126.00			
6	4/1/14 40	- 294.00	-	294.00	12.06	39.94	3.37	2.49	5.00		225.14	Tom Robbins	2010				294.00				
7	4/1/14 40	- 396.00	-	396.00	22.85	48.17	4.16	2.62	5.00		313.20	Bobby Bryant	2011		396.00						
8	4/1/14 40	- 306.00	30.00	336.00	19.51	43.89	3.85	2.57	5.00		261.18	Bob Thomas	2012			336.00					
9	4/1/14 40	- 412.00	-	412.00	24.64	49.21	4.35	2.68	5.00		326.12	Brad Martin	2013			412.00					
10	4/1/14 40	- 426.00	-	426.00	25.66	50.23	4.42	2.72	5.00		337.97	Dave Adams	2014			426.00					
11	4/1/14 40	- 537.00	-	537.00	29.54	75.18	6.44	4.30	5.00		416.54	Karen White	2015	537.00							
12	4/1/14 40	- 450.00	-	450.00	26.91	51.20	4.50	2.75	5.00		359.64	Mike Smith	2016		450.00						
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		4251.00	42.10	4293.10	248.44	658.77	48.11	31.81	55.00		3350.73			4023.00	972.00	1288.00	590.10	294.00	126.00		

**B. Total Pay(Col. D) -  
Sum Total of  
Deductions(Col. E-J) =  
Net Amount(Col. K)**

**A. Enter Totals of all  
Columns**

**C. Net Amount(Col. K) +  
Sum Total of  
Deductions(Col. E-J) =  
Sum Total of all  
Distribution  
Columns(Col. 1-11)**

PERIOD ENDING April 19XX  
PAGE NO. BY

ILLUSTRATION #3

## ACCESSORY ITEMS AND ADDITIONAL OPTIONS

### CHECKS:

Available Topwrite with a choice of pantograph colors.

### CASH PAY STATEMENT:

A Cash Pay Statement may be used in place of a check when payment is made in cash. When used with the Payroll Journal an accurate record is maintained.

PAY PERIOD	REG. EARNINGS	OVERTIME	OTHER	TOTAL PAY	RECEIVED	SEC. DEED	S.S.I.	STATE	NET PAY	EMPLOYEE'S NAME
EMPLOYEE'S PAY STATEMENT										
RETURN FOR YOUR RECORDS										
PAY PERIOD: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Monthly										
EARNINGS: OTHER: _____										
DEDUCTIONS: _____										
FORM NO. WDT-100 (7/86)										

### DOUBLE WINDOW ENVELOPES:

Your company name and address is positioned on the check to show through the top window as a return address. The employee name and address will appear in the bottom window.

STARTA SYSTEMS, INC.  
4 TIME SAVINGS WAY  
ONE WHITE U.S.A. 12345  
TELEPHONE (313) 443-0000

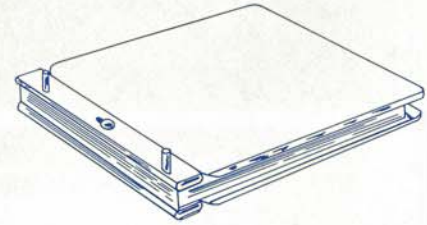
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*Mike Smith*  
405 Lane Street  
Anytown, U.S.A. 00000

### EQUIPMENT:

Posting trays and indexes are available to alphabetically store the Employee Compensation Record.

Post binders are available for storage of completed journals.



## PERSONALIZED DEPOSIT TICKETS

### Compliments any Check Order

#### AVAILABLE:

SINGLE

Form No. WDT-100

24# White MICR Bond

Padded in 50's

Minimum Qty.=250

DUPLICATE

Form No. WDT-100-NC-2

Part #1-26# White NCR-CB

Part #2-15# Pink NCR-CF

Minimum Qty.=250

TRIPLICATE

Form No. WDT-100-NC-3

Part #1-26# White NCR-CB

Part #2-17# Canary NCR-CFB

Part #3-15# Pink NCR-CF

Minimum Qty.=250

**DEPOSIT TICKET**

\* Please be sure all items are properly addressed. List checks separately.  
PRESS FINELY WITH BALL POINT PEN FOR CLEAR COPY.

FORM NO. WDT-100-NC-2

DATE: \_\_\_\_\_ 19\_\_

CURRENCY	COIN	CHECKS	TOTAL
1			
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31			

STARTA SYSTEMS, INC.  
4 TIME SAVINGS WAY  
ONE WHITE U.S.A. 12345  
TELEPHONE (313) 443-0000

MICR LINE: @1958056781: 06 123 94\*

FORM NO. WDT-100

DATE: \_\_\_\_\_ 19\_\_

STARTA SYSTEMS, INC.  
4 TIME SAVINGS WAY  
ONE WHITE U.S.A. 12345  
TELEPHONE (313) 443-0000

MICR LINE: @1958056781: 06 123 94\*

FORM NO. WDT-100-NC-2

DATE: \_\_\_\_\_ 19\_\_

STARTA SYSTEMS, INC.  
4 TIME SAVINGS WAY  
ONE WHITE U.S.A. 12345  
TELEPHONE (313) 443-0000

MICR LINE: @1958056781: 06 123 94\*

FORM NO. WDT-100-NC-3

DATE: \_\_\_\_\_ 19\_\_

STARTA SYSTEMS, INC.  
4 TIME SAVINGS WAY  
ONE WHITE U.S.A. 12345  
TELEPHONE (313) 443-0000

MICR LINE: @1958056781: 06 123 94\*

96-5911/186  
DEPOSIT TICKET  
FOR CHECKS  
MICR LINE: @1958056781: 06 123 94\*