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How does Certified Payroll Solution handle bi-weekly payroll?

Certified Payroll reports can be generated from QuickBooks bi-weekly paycheck, although it is a little more complex, and there are some items that we simply cannot compensate for - the main one is how QuickBooks recognizes payroll - which is as of the date you cut your paycheck, instead of accurately accruing the payroll over each week. Because of this, you will run two certified payroll for each paycheck; one referencing the date of the first pay period ending date and another with the second pay period ending date.

If this frustrates you as much as it frustrates us - please submit Feedback to Intuit. In QuickBooks choose the Help Menu, Send Feedback Online, Product Suggestion, and request that bi-weekly payroll be accurately accrued over the workweeks.

For example:

Your pay period ends on Saturday.

Your first work week covers Sunday, December 21, 2003 through Saturday, December 27, 2003 Your second work week covers Sunday, December 28, 2003 through Saturday January 3, 2004 Your paychecks are cut and dated on Wednesday, January 7, 2004



In CPS, be sure that you have checked the option for Paychecks are issued bi-weekly on the System Setup -> System Preferences -> **Settings Tab**.

You may wish to enter the following "Remark" on your **Statement of Compliance**, **section WH-348(4)**: "Payroll is issued on a bi-weekly basis, amounts shown on the Certified Payroll Report reflect gross amounts from the employees single bi-weekly paycheck."

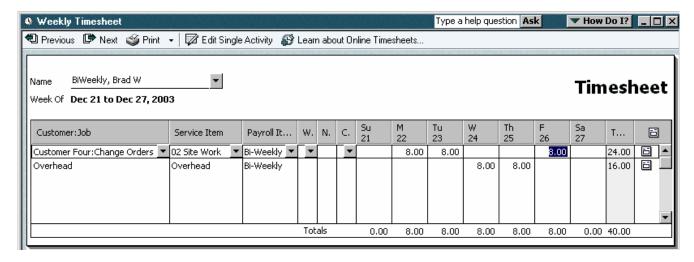
- When you run CPS enter the following dates for the first week:
 Work Week/Pay Period Ending Date 12/27/03 with Date of Paychecks From 01/07/04 To 01/07/04
- 2. When you run CPS enter the following dates for the second week:

 Work Week/Pay Period Ending Date 01/03/04 with Date of Paychecks From 01/07/04 To 01/07/04

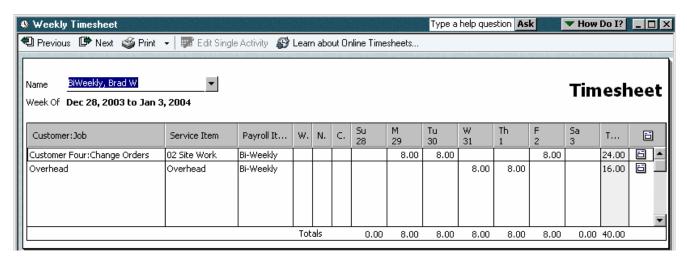
Further details:

Your pay period ends on Saturday.

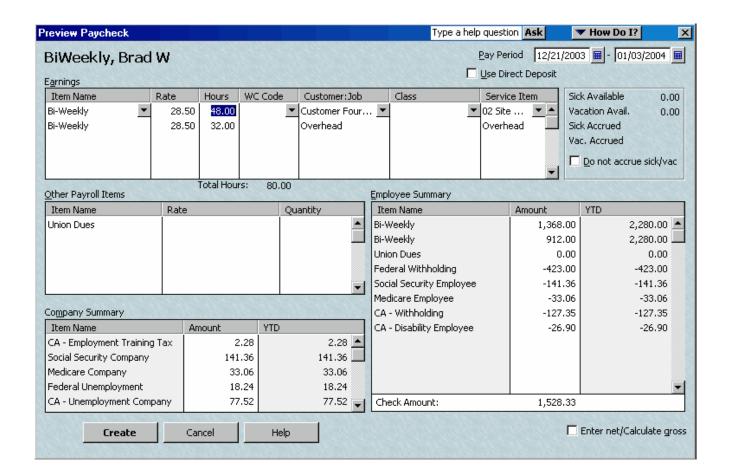
Your first work week covers Sunday, December 21, 2003 through Saturday December 27, 2003 Employee Brad BiWeekly's timesheet is entered, as shown in the following screen.



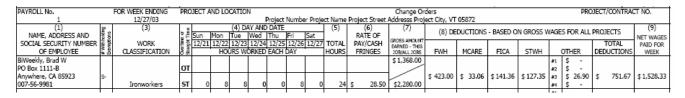
Your second work week covers Sunday, December 28, 2003 through Saturday, January 3, 2004. Employee Brad BiWeekly's timesheet is entered, as shown below.



Your paychecks are cut and dated on Wednesday, January 7, 2004.



Your Certified Payroll report for week ending 12/27/03 will look like this:



Your Certified Payroll report for week ending 1/3/04 will look like this:

