



Polling Weekly Payroll Hours with RTI 2000 Payroll

Overview

As part of our commitment to making it easier for our clients to comply with the new Affordable Care Act (ACA), RTI has developed an **ACA Weekly Hours report**.

The ACA Weekly Hours report is designed to provide you with a list of employees who worked over 30 hours in either week 1 or week 2 of the pay run. You will find this report in the list of "Pay Run Reports" on the Payroll Processing menu. Changes to your polling of hours may be necessary in order for you to use this report effectively. Please see below.

Changes to Polling and Transfer of Hours

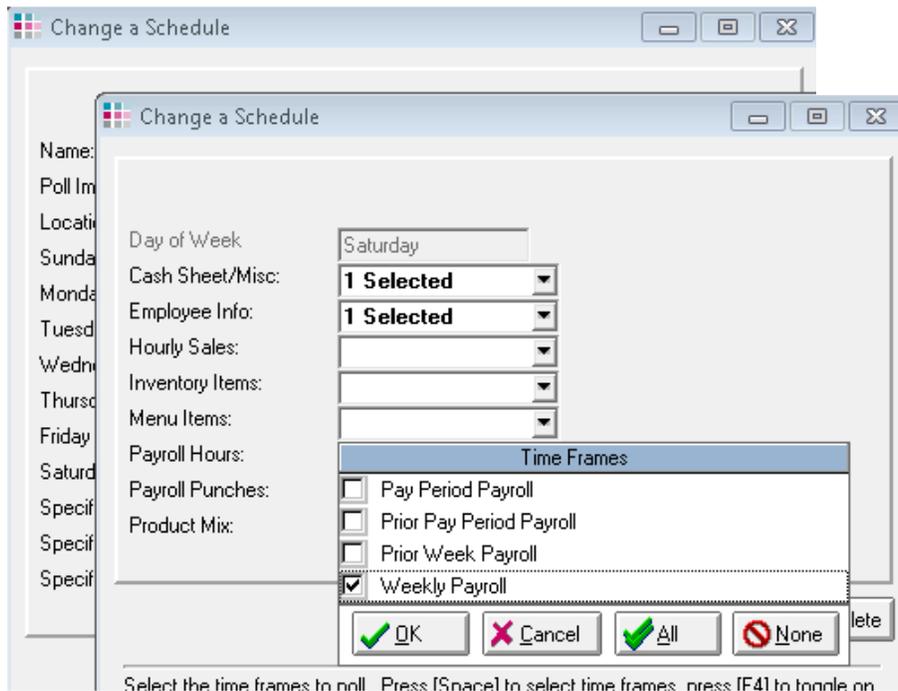
If you transfer your payroll hours from either Communications or TimeKeeping, you will want to transfer hours for Week 1 and Week 2 separately in order to get the most accurate information on the report. This may be a departure from how you have historically transferred the hours, and a change may be required in the polling schedules to get the correct files from your stores.

Instead of polling "Pay Period Payroll" or "Prior Pay Period Payroll" as you do now, you will need to poll for "Weekly Payroll" or "Prior Week Payroll." The "Weekly Payroll" file should be available the day after the final day of the work week. Likewise, the "Prior Week Payroll" should be available as early as 1 day after the final day of the work week.

If you are polling hours on a weekly basis, please ensure that any corrections to punches at the store level are completed prior to polling.

Steps to Implement in Communications

To edit your schedule, select **Schedules** from the Maintenance menu in Communications. Highlight the schedule you want to change and click **Change**. Then click the drop-down arrow for the day of the week after your week ends, and under **Payroll Hours** check the **Weekly Payroll** option.





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Steps to Implement in Payroll

In Payroll, you will transfer the weeks separately under the **Enter/Transfer Hours** menu. You will need to turn on the parameter for Week 2 Data Entry. Select **Parameters** from the Payroll Maintenance menu and check the box for **Use Week 2 on Data Entry**. This will give you Week 1 and Week 2 fields under **Enter/Transfer Hours**.

Change Payroll Parameters

Payroll Proof Sort:	Last Name
Data Entry Sort:	Last Name
Use Week 2 on Data Entry:	<input checked="" type="checkbox"/>
Track 'Days Worked':	<input type="checkbox"/>
Track 'Weeks Worked':	<input checked="" type="checkbox"/>
Minimum Age Warning Limit:	15
Overtime Multiplier:	1.500
Current Year:	2013
Pay Frequencies Used:	1 Selected
Logon Required:	<input type="checkbox"/>
Are Tips Used:	<input type="checkbox"/>
Regular Hours Warning Limit:	97
Overtime Hours Warning Limit:	12

Choose whether you enter hours for week one and week two. If you run payroll weekly or group the hours together do not select this.

You will use the same rules for dates as when you were transferring Pay Period Hours. For example, if you always entered the date after the pay period ended, you will do the same and enter the date after the week ended. **The dates to use will be shown on your Communications Activity Log.**

Transfer Payroll Information

Transfer From:	Restaurant Management System
Stores to Transfer:	
Hours Type:	Weekly
Week 1 Pay Period Begin:	N/A
Week 1 Pay Period End:	0162013
Week 2 Pay Period Begin:	N/A
Week 2 Pay Period End:	01-13-2013

Enter the ending date for the first date range.



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NOTE: Some POS systems may not provide a “weekly” Payroll hours file. If your system does not provide this, you will need to continue polling for the pay period data. Also, if you run a semi-monthly pay cycle you will not have a specific “week 1” and “week 2.” By separating the hours into 2 separate weeks, you will get a very accurate representation of the employees who met the Weekly Hours Threshold for each week in the payroll.

If you have any questions about the new reporting options available in RTI, please call RTI Client Services at 800-937-1290.