

SOURCE DOCUMENTS

1. EMPLOYEE STATUS CHANGE MANIFESTS
2. TIMECLOCK CARDS

REPORTS

1. PAYROLL REGISTER - COPY OF PAYROLL REG TO BE IN PLACE OF COMPENSATION RECORD (CUMULATIVE RECORD BY EMPLOYEE), IF THIS REPORT IS MANDATORY, PREVIOUS YR-TO-DATE CARDS, INTERPRETED & MERGED BY EMPLOYER (USED AS CURRENT RECORD) AND LISTED EVERY 3 OR 6 MO. (USED AS NON-CURRENT RECORD) SHOULD SUFFICE.
2. PAYROLL CHECK (CONTINUOUS IBM CARDS)

1. MASTER CARD

1-2 DEPT

3-5 MAN #

6 TAX CLASS

7-10 RATE

11-19 S.S. No.

20-40 MAN NAME

41-55 ST + NO.

56-79 CITY, ZONE → STATE

80 12 + 3

2. TIME CLOCK CARD

1-2 DEPT

3-5 MAN #

6-26 MAN NAME

78-80 NO. OF HOURS

3. YEAR-TO-DATE CARD

1-2 DEPT

3-5 MAN NO.

6 TAX CLASS

7-10 RATE

11-17 YR TO DATE GROSS

18-23 YR TO DATE W.T.

24-28 YR TO DATE OASI

29-33 WEEKLY NET

34-37 WEEKLY W.T.

38-40 WEEKLY OASI

41-45 WEEKLY REG EARN.

46-50 WEEKLY O.T. EARN.

51-54 WEEKLY O.T. BONVS (FOR FACTORY BURDEN)

WMA

650 PROGRAM PAYROLL

CONSTANTS

STOR LOCATION	CONSTANT	USE
200	13.00	WEEKLY DEDUCTION PER DEPT
201	.02	OASI RATE & OT BONDS DIV
202	.18	W.T RATE
203	4200.00	OASI LIMIT
204	40.0	REG TIME LIMIT
205	0000	"0" FILL FOR "NO COMPUTATION"

PAYROLL - GROSS TO NET WITH W. T., OASI, OT & OT BONDS EARN. (FOR FACTORY BURDEN)

STORAGE ENTRY

WORD NO.	1	2	3	4	5	6	7	8	9	10
READ CARD B	MEMORY ADD	0101	0102	0103	0104	0105	0106	0107		
	FIELD	DEPT MAN#	T.C	RATE	YR TO DATE GROSS	YR TO DATE W.T.	YR TO DATE OASI	DEPT, MAN# T.C. & RATE		
READ CARD C	MEMORY ADD	0151	0152							
	FIELD	DEPT, MAN#	# OF HRS							

STORAGE EXIT

WORD NO.	1	2	3	4	5	6	7	8	9	10	
PUNCH CARD C	MEMORY ADD	77	78	79	80	81	82	83	84	85	86
	FIELD	DEPT, MAN# T.C & RATE	YR TO DATE GROSS	YR TO DATE W.T.	YR TO DATE OASI	WEEKLY NET	WEEKLY W.T	WEEKLY OASI	WEEKLY REG EARN	WKLY O.T EACH	WKLY O.T BONDS

650
PROGRAM
PAYROLL

P. 2.

	LOC OF INST	INSTRUCTION OF DATA INST		LOC OF INST	INSTRUCTION OF DATA INST
READ	0001	70 0101 0002	REG EARN	0027	19 0103 0028
	0002	70 0151 0003	NO O.T.	0028	30 0002 0029
MAN#	0003	65 0101 0004		0029	20 0084 0030
CHECK	0004	66 0151 0005	WEEKLY GROSS	0030	15 0085 0031
	0005	45 0074 0006		0031	20 0210 0032
W.T.	0006	60 0102 0007	WEEKLY	0032	60 0210 0033
EXEMP.	0007	19 0200 0008	W.T.	0033	19 0202 0034
	0008	20 0300 0009		0034	20 0082 0035
TEST	0009	61 0152 0010	DETERMINE	0035	65 0203 0036
FOR O.T.	0010	10 0204 0011	OASI	0036	16 0104 0037
	0011	46 0015 0012	TAVABLE	0037	46 0048 0038
NO O.T.	0012	69 0205 0013		0038	20 0208 0039
	0013	24 0085 0014		0039	16 0210 0040
	0014	24 0086 0016		0040	46 0045 0041
	0015	19 0103 0016	IF	0041	60 0201 0042
	0016	30 0002 0017	ALL	0042	19 0210 0043
O.T.	0017	20 0207 0018	TAVABLE	0043	30 0002 0044
	0018	14 0201 0019		0044	20 0083 0050
	0019	20 0086 0020	IF PART	0045	60 0201 0046
	0020	15 0207 0021	TAVABLE	0046	19 0208 0047
	0021	20 0085 0022		0047	20 0083 0050
REG EARN	0022	60 0204 0023	IF NO OASI	0048	69 0205 0049
O.T.	0023	19 0103 0024		0049	24 0083 0050
	0024	30 0002 0025	WEEKLY	0050	60 0210 0051
	0025	20 0084 0030	W.T.	0051	35 ¹¹ 0300 0052
REG EARN NO O.T.	0026	60 0152 0027		0052	46 0056 0053

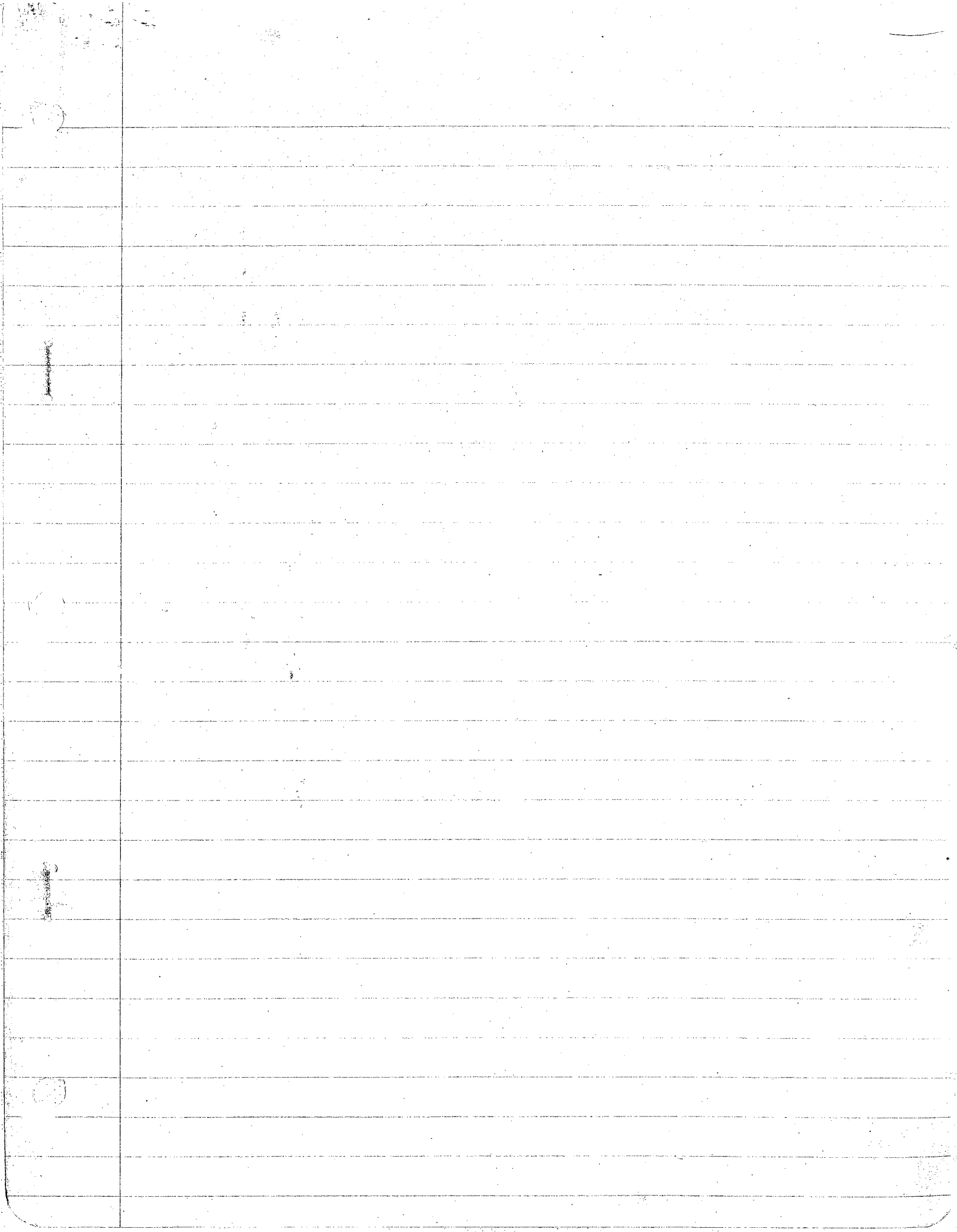
650
PROGRAM
PAYROLL

	LOC OF INST	INSTRUCTION OP DATA INST		
WEEKLY	0053	19	0202	0054
W.T.	0054	30	0002	0055
	0055	20	0082	0058
IF NO	0056	69	0205	0057
W.T.	0057	24	0082	0058
WEEKLY	0058	65	0210	0059
NET	0059	16	0082	0060
	0060	16	0083	0061
	0061	20	0081	0062
YR TO DATE DASI	0062	65	0106	0063
	0063	15	0083	0064
	0064	20	0080	0065
YR TO DATE W.T.	0065	65	0105	0066
	0066	15	0082	0067
	0067	20	0080	0068
YR TO DATE GROSS	0068	65	0104	0069
	0069	15	0210	0070
	0070	20	0078	0071
TRANS MAN #, ETC., TO PEA-STR	0071	69	0107	0072
	0072	24	0077	0073 0070
PLA STOP (SEE INST 5)	0073	71	0077	0001
	0074	01	0000	0000

Payroll Procedure

1. Make all rate changes, additions or deletions in Master + Up-to-Date files
2. Reproduce Time Clock cards from Master Cards
1-5 into 1-5
20-40 " 6-76
Interpret Time Clock cards.
3. As Timeclock cards are received, keypunch Tot hrs in 78-80. (Determined to nearest tenth)
Verify.
4. Sort 5-1. Match merge Timeclock cards with Up-to-Date cards. Investigate any selected primaries or secondaries. All Timeclock cards must be accounted for.
5. Load Payroll program into 650 with "One Word" load procedure.
6. Run "Active" (cards with corresponding timeclock cards)
Prev-Up-to-Date cards + Timeclock cards Through
650 Lead Unit punching New-Up-to-Date cards
in Punch Unit. Gang Punch "Pay Date" in 75-80

7. List Payroll Register from New-Yr.-to-Date cards
8. List Payroll checks (continuous from IBM cards) from New-Yr.-to-Date cards.
9. Repr. Dept., Man # + Amt in Payroll Check card after bursting. (spot check often to see reproduction is correct)
10. Merge Prev-Yr.-to-Date cards with Yr.-to-Date cards from prior weeks for which checks have not been returned.
11. Match cards from step 10 against checks returned from bank. List returned checks for Withdrawals and Unmatched Prev-Yr.-to-Date cards for Remaining Balance. Prove to Bank Statement to reconcile.



INFORMATION SOURCE + REPORTS PRODUCED

SOURCE DOCUMENTS

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2. TIME CLOCK CARDS

REPORTS

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2. PAYROLL CHECK.

CARDS + CARD COLUMNS

1. MASTER CARD

1-2 DEPT

3-5 MAN NO.

6 TAX CLASS

7-10 RATE

11-19 S. S. NO.

20-40 MAN NAME

41-55 ST + NO.

56-79 CITY ZONE + STATE
80 12 + 3

2. YR-TO-DATE CARD

1-2 DEPT

3-5 MAN #

6 TAX CLASS

7-10 RATE

11-15 WEEKLY REG. EARN.

16-20 WEEKLY O.T. EARN.

21-24 WEEKLY W.T.

25-27 WEEKLY O.A.S.I.

28-32 WEEKLY NET

33-39 YR-TO-DATE GROSS

40-45 YR-TO-DATE W.T.

46-49 YR-TO-DATE O.A.S.I.

3. TIME CLOCK CARD

1-2 DEPT

3-5 MAN NO.

6-26 MAN NAME

78-80 NO. OF HRS.

PAYROLL PROCEDURE

1. MAKE ALL RATE CHANGES, ADDITIONS, OR DELETIONS IN MASTER FILE AND YR-TO-DATE FILE.
2. REPRODUCE TIMECLOCK CARDS FROM MASTER CARDS
1-5 INTO 1-5
20-40 " 6-26
INTERPRET & SEND TO TIMEKEEPING DEPT.
3. AS TIMECLOCK CARDS ARE RECEIVED, KEYPUNCH TOTAL HRS IN 79-80 (DETERMINED TO NEAREST TENTH).
VERIFY.
4. SORT 5-1. MATCH MERGE TIMECLOCK CARDS AGAINST YR-TO-DATE CARDS. INVESTIGATE ANY SELECTED PRIMARIES OR SECONDARIES.
5. LOAD PAYROLL PROGRAM WITH "ONE WORD" LOADING PROCEDURE.
6. RUN ACTIVE PREVIOUS - YR-TO-DATE CARDS & TIMECLOCK CARDS THROUGH 650 READ UNIT PUNCHING NEW - YR-TO-DATE CARDS IN PUNCH UNIT. GANG PUNCH DATE IN 75-80
7. LIST PAYROLL REGISTER FROM NEW - YR-TO-DATE CARDS.
8. MATCH MERGE MASTER CARDS IN FRONT OF NEW - YR-TO-DATE CARDS.

9. LIST PAYROLL CHECKS (CONTINUOUS IBM CARDS)

10. REPR. DEPT, MAN#, T AMT FROM NEW-YR-TO-DATE CARD AFTER BURSTING. CHECK REPR. SEND OUT CHECKS FOR DISTRIBUTION.

#

11. MERGE PREV-YR-TO-DATE CARDS WITH YR-TO-DATE CARDS FROM PRIOR WEEKS FOR WHICH CHECKS HAVE NOT BEEN RETURNED.

12. MATCH ~~THESE~~ CARDS FROM STEP 11 AGAINST CHECKS RETURNED FROM BANK.

13. LIST MATCHED SET FOR WITHDRAWALS AND UNMATCHED SET FOR REMAINING BALANCE TO RECONCILE WITH BANK.

PROGRAM

STORAGE ENTRY

WORD	1	2	3	4	5	6	7	8	9	10
CARD B	DEPT MAN NO.	TAX CLASS	RATE	YR-TO-DATE GROSS	YR-TO-DATE W.T.	YR-TO-DATE O.A.S.I.	DEPT, MAN NO. T.C. + RATE			
MEM ADD	0101	D102	0103	0104	0105	0106	0107			
CARD C	DEPT MAN NO.	NO. OF HRS								
MEM ADD	0151	0152								

STORAGE EXIT

WORD	1	2	3	4	5	6	7	8	9	10
CARD C	DEPT, MAN NO. T.C. + RATE	WKLK REG EARN.	WKLK E.T. EACH	WKLK W.T.	WKLK O.A.S.I.	WKLK NET	YR-TO-DATE GROSS	YR-TO-DATE W.T.	YR-TO-DATE O.A.S.I.	
MEM ADD	0077	0078	0079	0080	0081	0082	0083	0084	0085	

CONSTANTS

STORAGE LOC.	DATA	USE
200	40.00	REG TIME LIMIT
201	13.00	EXEMPTION PER DEPENDENT
202	.18	W.T. RATE
203	4200.00	O.A.S.I. LIMIT
204	.02	O.A.S.I. RATE
205	00000	"0" FILL

RESERVED FOR SPECIAL USE

STORAGE LOC	DATA	USE
206		TOTAL WKLK EARNINGS

I READ

A. READ PREV-YR-TO-DATE CARD 0001 70 0101 0002
 B. READ TIMECLOCK CARD 0002 70 0151 0003

II MAN NO. CHECK

A. R-ADD PREV-YR-TO-DATE MAN NO. 0003 65 0101 0004
 B. SUB TIMECLOCK CARD MAN NO. 0004 16 0151 0005
 C. BRANCH TO STOP INST ON NON-ZERO 0005 45 0006 0007
 D. STOP 0006 01 0000 0000

III STORE DEPT, MAN NO.,

A. LOAD DIST FROM READ STORAGE 0007 69 0107 0008
 B. STORE IN PUNCH STORAGE 0008 24 0077 0009

IV WEEKLY COMPUTATIONSA. COMPUTE REG. EARN1. TEST FOR O.T.

R-SUB NO. OF HRS WORKED
 a. FROM LOWER 0009 65 0152 0010
 ADD 40.0 HRS (CONSTANT)
 b. TO LOWER 0010 16 0200 0011
 C. BRANCH TO INST 0016 IF
 ACCUM IS MINUS (OVERTIME) 0011 46 0016 0012

2. COMPUTE REG. EARN. FOR EMPLOYEES WITHOUT OVERTIME

a. ADD NO. OF HRS WORKED
 TO UPPER (MULTIPLIER) 0012 60 0152 0013
 b. MULT RATE BY HRS 0013 19 0103 0014
 c. SHIFT RIGHT TWO POS.
 AND ROUND 0014 31 0002 0015
 STORE RESULT IN PCH STORAGE
 d. PROCEED TO O.T ZERO FILL 0015 20 0078 0024

3. COMPUTE REG. EARN FOR EMPLOYEES WITH OVERTIME

a. ADD 40.0 HRS (CONSTANT)
 TO UPPER ACCUM (MULTIPLIER) 0016 60 0200 0017
 b. MULT RATE BY HRS 0017 19 0103 0018
 c. SHIFT RIGHT TWO POS AND ROUND 0018 31 0002 0019
 d. STORE RESULT IN PCH STORAGE 0019 20 0078 0020

B. COMPUTE O. T. EARNINGS

1. COMPUTATION FOR EMPLOYEES HAVING OVERTIME

- a. ADD NO. OF HRS TO UPPER 0020 60 0152 0021
- b. SUB 40.0 HRS (CONSTANT) 0021 11 0200 0022
- c. MULT. RATE BY O.T. HRS 0022 19 0103 0023
- d. STORE WKLY O.T. IN PUNCH STORAGE 0023 20 0079 0026

2. ZERO FILL FOR EMPLOYEES HAVING NO OVERTIME

- a. LOAD DIST. WITH 00000 0024 69 0205 0025
- b. STORE WKLY O.T AS 00000 0025 24 0079 0026

C. COMPUTE W. T.

1. ADD REG + O.T. EARN FOR TOT. GROSS EARN

- a. R-ADD REG EARNINGS TO LOWER 0026 65 0078 0027
- b. ADD O.T. EARNINGS TO LOWER 0027 15 0079 0028
- c. STORE LOWER AT 0206 IN MEM. 0028 20 0206 0029

2. COMPUTATION FOR EMPLOYEES HAVING W. T.

- a. R-SUB TAX CLASS IN UPPER 0029 61 0102 0030
- b. MULT EXEMPTION ALLOWANCE (13.00) BY TAX CLASS (ANSWER WILL BE NEG) 0030 19 0201 0031
- c. ADD GROSS EARN TO LOWER 0031 15 0206 0032
- d. TRANSFER TO INSTN ON MINUS (EXEMPTION IS GREATER THAN EARN) 0032 46 0038 0033
- e. STORE TAXABLE EARN IN DIST. FROM LOWER ACCUM. 0033 69 8002 0034
- f. R-ADD TAXABLE EARN TO UPPER 0034 60 8001 0035
- g. MULT. W.T. RATE BY TAXABLE EARN 0035 19 0202 0036
- h. SHIFT RIGHT 2 POS. AND ROUND 0036 31 0002 0037
- i. STORE W.T. AMT. IN PCH STORAGE 0037 20 0080 0040

3. ZERO FILL FOR EMPLOYEES HAVING NO W. T.

- a. R-ADD ZERO FILL TO ACCUM WHEN EXEMPTION IS GREATER THAN EARN 0038 65 0205 0039
- b. STORE ZERO FILL IN PCH STORAGE 0039 20 0080 0040

D. COMPUTE OASI

1. DETERMINE OASI TAXABLE

a. R-ADD 4200.00 TO LOWER	0040	65	0203	0041
b. SUB VR-TO-DATE GROSS FROM LOWER	0041	16	0104	0042
c. BRANCH TO INST 0055 IF MINUS (MINUS IF NONE TAXABLE)	0042	46	0055	0043
d. SUB REG EARN FROM LOWER	0043	16	0078	0044
e. SUB O.T. EARN FROM LOWER	0044	16	0079	0045
f. BRANCH TO INST 0050 IF MINUS (MINUS IF PART TAXABLE)	0045	46	0050	0046

2. COMPUTE OASI IF ALL TAXABLE

a. R-ADD OASI RATE TO UPPER	0046	60	0204	0047
b. MULT BY WKLY GROSS	0047	19	0206	0048
c. SHIFT RIGHT 2 POS AND ROUND	0048	31	0002	0049
d. STORE OASI IN PLH STORAGE	0049	20	0081	0057

3. COMPUTE OASI IF PART TAXABLE

a. R-ADD 4200.00 TO UPPER	0050	60	0203	0051
b. SUB PREV-VR-TO-DATE GROSS	0051	11	0104	0052
c. MULT OASI RATE BY OASI TAXABLE	0052	19	0204	0053
d. SHIFT RIGHT 2 POS AND ROUND	0053	31	0002	0054
e. STORE OASI AMT IN PLH STORAGE	0054	20	0081	0057

4. ZERO FILL FOR OASI IF NONE TAXABLE

a. LOAD DIST WITH 00000	0055	69	0205	0056
b. STORE DIST IN PLH STORAGE	0056	24	0081	0057

E. COMPUTE NET EARNINGS

1. R-ADD GROSS EARN. TO LOWER	0057	65	0206	0058
2. SUB W.T. FROM LOWER	0058	16	0080	0059
3. SUB OASI FROM LOWER	0059	16	0081	0060
4. STORE NET EARN. IN PLH STORAGE	0060	20	0082	0061

V YR-TO-DATE COMPUTATIONS

A. COMPUTE YR-TO-DATE GROSS

1. ADD PREV-YR-TO-DATE GROSS 0061 65 0104 0062
2. ADD WKLY GROSS 0062 15 0206 0063
3. STORE NEW-YR-TO-DATE GROSS IN PCH STR 0063 20 0083 0064

B. COMPUTE YR-TO-DATE ^{W.T}~~GROSS~~

1. ADD PREV-YR-TO-DATE W.T. 0064 65 0105 0065
2. ADD WKLY W.T. 0065 15 ⁰⁰⁸⁶~~0087~~ 0066
3. STORE NEW-YR-TO-DATE W.T. IN PCH STR 0066 20 0084 0067

C. COMPUTE YR-TO-DATE OASI

1. ADD PREV-YR-TO-DATE OASI 0067 65 0106 0068
2. ADD WKLY OASI 0068 15 0081 0069
3. STORE NEW-YR-TO-DATE OASI IN PCH STR 0069 20 0085 0070

VI PUNCH NEW YR-TO-DATE CARD 0070 71 0077 0001

