



# Payroll Inquiry for Web Applications

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## Overview

This custom program allows personnel to view their demographic, payroll and emergency contact information online through a user ID and password-protected website. This custom program is beneficial for districts that are moving towards a paperless environment. It also improves accuracy and communication of employee basic information maintenance.

## The Basics

Employees log in to **Payroll Inquiry** on the **CMT Web Applications** menu through a web browser with a User ID and Password assigned by the district. The employee is presented with a view of their personal information. Individual employee information is defaulted from CIMS EIS.301 – Basic Employee Information and EIS.321H - Employee Emergency Contacts Information. Employees select a specific pay period end date to view a detailed payroll listing. Transactions that occurred on the specified payroll and calendar to date amounts (similar to check stub information) are displayed.

Option buttons are available to view detailed pay and absence information for each job listed. Detailed pay information includes the number of hours/days, rate of pay, and location that was entered through time and attendance. The absence information displays absences used for the pay period selected.

**NOTE:** Due to the sensitive nature of the information being viewed, a time-out feature is integrated into the software. If the user's session remains connected without activity, the system will log off the session and the user will be required to log in again.

## Individual Screen Modification Features

This program has several built-in screen modification features to customize for user preference. Modifications can be made to appearance and program functionality. Status bar messages can be maintained by the district to provide a "ticker tape" scrolling message across the bottom of the browser window. These messages can display to all users or be targeted to specific entities within your organization.



# Payroll Inquiry for Web Applications (cont'd)

## Custom Payroll Inquiry Screen Samples:

10:58:08 AM

Payroll Inquiry

Back Print

Close Print

**Employee Information**

MAX A MILLION  
1234 Sunny Brook Dr.  
APT 2  
GRAND RAPIDS, MI 49546-7731  
Home: (616) 484-5555  
Cell: (616) 484-1111

ID	XXXXXXXXXX	Marital Stat	M
Location	SLUB	Federal Exempt	2
PR Location	MAIL	State Exempt	2
DD Bank ID	XXXXXXXXXXXX	LAKE MICHIGAN CREDIT UNION (GRTCU)	
DD Account	XXXXXXXXXXXX		

**Emergency Contact Information**

Name	Phone 1	Phone 2	Relationship
MARY MILLION	(616) 123-1234	(616) 987-9876	SPOUSE
LARRY MILLION	(616) 555-1212	(616) 555-2323	BROTHER

Select Check Date:

Thank you for using CMT's Web Applications. This message may be maintained by your district.

10:57:02 AM

Payroll Inquiry

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**Employer Information**

WONDERFUL PUBLIC SCHOOLS  
1811 Sunny Avenue  
SAGINAW, MI 48602

**Employee Information**

MAX A MILLION  
1234 Sunny Brook Dr.  
APT 2  
GRAND RAPIDS, MI 49546

**Check Detail**

Check #:	18872	Check Date:	06/24/2005
Net Amount:	2,746.54	Run #:	2521

Description	Fiscal	Calendar	Current	Employer
PRINCIPAL/DIRECTOR PAY	5,017.92	5,017.92	2,908.96	0.00
CUSTODIAL/MAINTENANCE PAY	2,526.40	2,526.40	1,263.20	0.00
	1,390.00	1,552.50	0.00	0.00
<b>Gross Pay</b>	<b>8,934.32</b>	<b>9,096.82</b>	<b>4,072.16</b>	<b>0.00</b>
JACKSON NATIONAL LIFE	0.00	-40.00	-10.00	0.00
MPF RETIREMENT - 3.9%	0.00	-98.52	-49.26	0.00
MPF RETIREMENT - GRADUATED	-172.25	0.00	-87.98	0.00
VARIABLE ANNUITY LIFE	0.00	-200.00	-50.00	0.00
FICA - SOCIAL SECURITY 6.2%	0.00	-601.20	-252.47	252.47
FICA - MEDICARE 1.45%	0.00	-140.62	-59.05	59.05
EMPLOYERS RETIREMENT	0.00	0.00	0.00	605.53
STATE INCOME TAX	0.00	-313.52	-141.52	0.00
FEDERAL INCOME TAX	0.00	-1,173.79	-578.34	0.00
WORK COMP - PROFESSIONAL	0.00	0.00	0.00	9.83
WORK COMP - CUSTODIAL	0.00	0.00	0.00	50.26
DIRECT DEPOSIT	0.00	-100.00	-25.00	0.00
KENT FRIEND OF THE COURT	0.00	-120.00	-30.00	0.00
MEPSA - RETIRED	0.00	-40.00	-12.00	0.00
SET HEALTH INSURANCE	0.00	-100.00	-25.00	0.00
UNITED WAY	0.00	-20.00	-5.00	0.00
<b>Deductions</b>	<b>-172.25</b>	<b>-2,855.65</b>	<b>-1,625.62</b>	<b>927.16</b>

Internet

### Pricing

For additional information or to obtain an official quote for this program, please contact a CMT Finance Application Consultant at [cmfina@cmtonline.com](mailto:cmfina@cmtonline.com) or call (989) 791-4860.

**Note:** The project cost does not include on-site installation or training. If these services are desired, please contact CMT.