

# Chapter 2

---

## Maneuvering Within the System

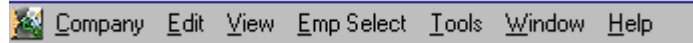
Objectives:

By the end of this chapter, you will:

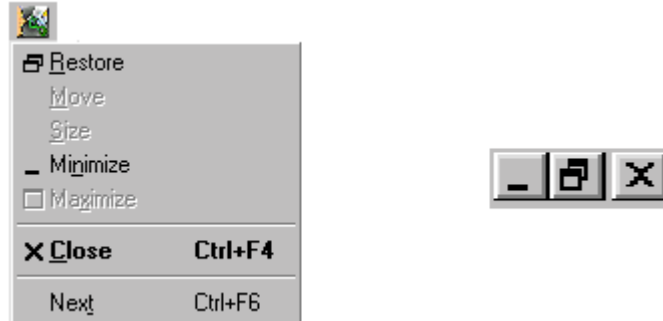
- Understand the function of the Control menu bar
- Understand the function of the Module/Window Selection toolbar
- Understand the function of the Edit toolbar
- Understand the function of the Employee Selection toolbar
- Know how to save changes

## Control Menu Bar

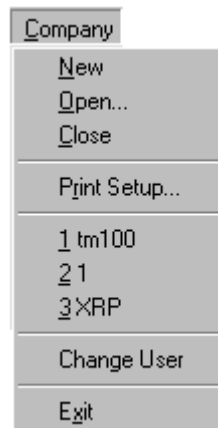
Below is the **Control Menu Bar**. It enables you to move through the Millennium system's general features.



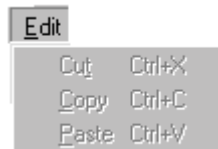
Clicking on the **icon to the far left** of the menu bar displays a menu from which you can minimize, maximize or close a file. You can also use the shortcut buttons at the top right hand corner of your screen.



The **Company** menu allows you to open or close a company. You can also use the Change User command on this menu to switch users.



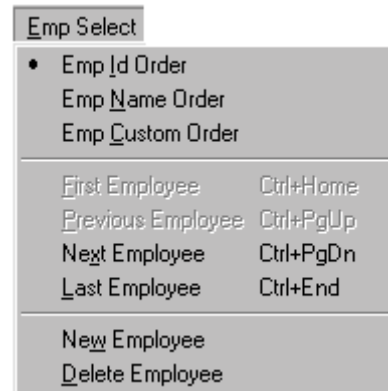
The **Edit** menu is not available at this time.



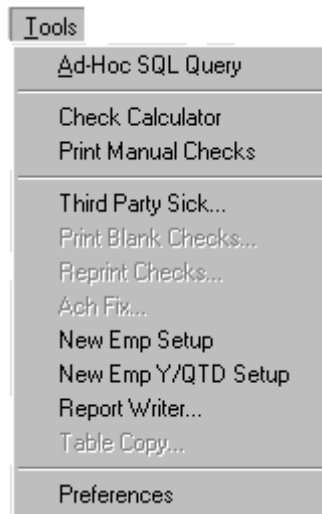
The **View** menu allows you to select the toolbars you would like to see at the top of your screen. You can also get into different windows and modules (i.e. Payroll, Company Set-Up, etc.) through this menu.



The **Employee Select** menu is only active when you are using the Payroll or Employee windows. It lets you choose the order in which your employees appear in the drop-down box of the Employee Selection toolbar, which is described later in this chapter. It also allows you to add or delete employees, using the long version of the new-hire wizard described in Chapter 4.



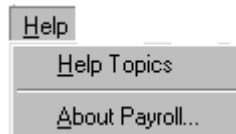
The **Tools** menu allows you to calculate manual checks, input third party sick pay, set up a new employee, or use the Report Writer. These features will be explained in later chapters.



The **Window** menu enables you to arrange your windows in different formats (cascade, tile, etc.). It also lets you toggle between open windows, displaying all open windows and indicating with a check mark what window you are currently using.



The **Help** menu is not available at this time.



## Module/Window Selection Toolbar

Below is the **Module/Window Selection Toolbar**. By clicking on any of the buttons below, you can access various modules and windows.



This is the **Payroll** button. The Payroll module is where you will be doing most of your work, including beginning a pay cycle, making adjustments to employees' records, entering hours, and viewing prior checks.



This is the **Employee/Human Resources** button. This window is not discussed in the Intro to Millennium Payroll class; however, you may use it to make employee changes instead of using the Payroll button.



This is the **Applicant Tracking** button, which is not in use at this time.



This is the **C.O.B.R.A.** button, which is not in use at this time.



This is the **Reports** button. Here you can find a list of the reports available to be printed and change their properties prior to printing.



This is the **Company Set-Up** button. Be careful when using this button, as this is where you make changes that affect your entire company. **To avoid problems, you should discuss any desired changes with your Client Service Representative before you make them.**



This is the **Misc. Tools** button. Here you can view miscellaneous checks, including agency, third party, etc.



This is the **System Tools** button. You can use this button to set up multiple users with specific rights and privileges within a particular company.

## Edit Toolbar

Several of the buttons on the **Edit Toolbar** are not available at this time; however, a few of the buttons on the toolbar are described below.



This is the **Add New Employees Quickly** button. By clicking on this, you will activate a New Employee Wizard which you can use to quickly add new employees to the system.



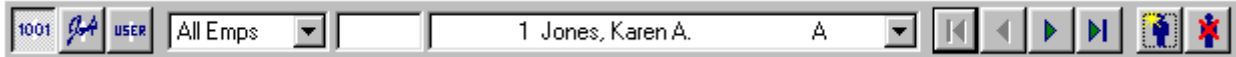
This is the **Report Writer** button. Clicking this button will take you into the system's report writer.



This is the **Open** button. It allows you to open two companies at the same time.

## Employee Selection Toolbar

The buttons on the **Employee Selection Toolbar** are described below.



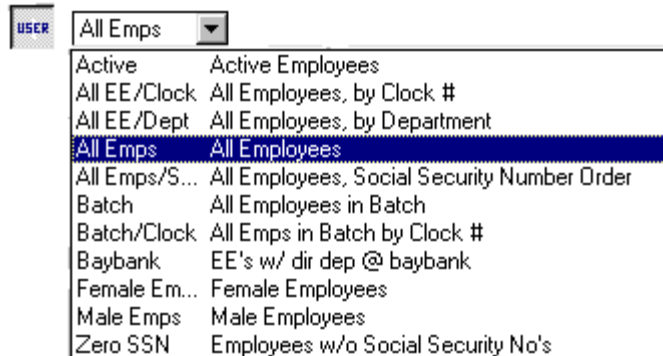
This button sorts your employees in **numerical order** by their ID numbers.



This button sorts your employees in **alphabetical order**.



This button sorts your employees **using the filter box** to its right. For example:



The box below **lists all of your employees** sorted in the way you chose, as explained above. In order to find an employee faster, you can type either the employee's ID number (if sorted by number) or last name (if sorted alphabetically) in the empty box to the left of the name box.



These buttons **scroll** forward and back through the list of employees in the drop-down box above. It allows you to scroll through those employees in the manner in which you have chosen to sort them.



This is the **New Employee** button. Clicking on this activates a different and longer New Employee Wizard, which you can use as an alternative to the Add New Employees Quickly Wizard.



This button is used to delete an employee. Please use caution when using this feature. Also, please note that the system will NOT delete an employee with year-to-date information.

## Saving Changes

In this system, you save changes by clicking on a different area of the screen.

If a change on a grid has not been saved, a pencil icon appears to the left of any change you have made:



Millennium - [Payroll - Murphy's CD Shop (tm100) - Current Check Date is 02/05/1999]

Company Edit View Emp Select Tools Window Help

1001 USER All Emps 1 Jones, Karen A. A

Dir Dep	401(k)	Time Off	Picture	Memo	History	Quick Pay	Pay Detail	Prior Checks	
Batch Control	Demographics	Dept/Pos	Other	Rates	Earnings	Labor Alloc	Deductions	Taxes	
Bed Code	Tabled?	Calc Code	Rate or Amount	Frequency	Start Date	End Date	Goal	Paid	Ag
401k%	<input type="checkbox"/>	%	10.000		01/01/1999		0.00	0.00	
Dent	<input type="checkbox"/>		0.000		02/05/1999		0.00	0.00	
*	<input type="checkbox"/>		0.000				0.00	0.00	

Dental (\$125)

Ded Code: Dent, Tabled: , Calc Code: , Rate/Amount: 0.000

Frequency: , Last Date: / /, Start Date: 02/05/1999, End Date: / /

Goal: 0.00, Paid: 0.00, Agency:

Minimum: 0.00, Maximum: 0.00, Ytd Max: 0.00

Misc. Information:

For Help, press F1

Start Microsoft Word - Chp-2.doc Millennium - [Payroll - ... 8:39 PM

In order to save your change, you must click on a different line within the grid. When the pencil disappears, your change has been saved. The safest way to be sure your change was saved is to click on the line with the asterisk (\*).

When making changes to a tab that does NOT contain a grid, you must click on a different active/white box, which will save the change.

## **Tips & Reminders**

- Familiarize yourself with all of the buttons and toolbars explained in this chapter, as you will eventually need to use all of them.
- Remember to always consult with your Client Service Representative before making any changes that will affect your company records.

## **Activity**

1. So that you have a little more room on your screen, please remove the Module/Window Selection toolbar.
2. Practice sorting and bringing up employees.