# About this manual

### Purpose of this manual

This manual contains everything you need to know to produce paychecks for the employees in your department.

You use it to learn how to do payroll and then as a reference manual to remind you of step-by-step procedures and other information.

# Finding information

#### Index tabs

Use the index tabs to find major chapters, as well as special sections, such as the Appendices, Contents, Index and Introduction.

#### **Contents**

Look in the Contents at the front of the manual for both general and specific headings of subjects covered in the Manual.

**Note:** There will be no specific Contents at the beginning of each chapter in the revised parts of the Manual.

#### Index

Look in the index, which is immediately after the Contents in the front of the manual, to find both general headings and specific items.

## Glossary

Look in the Glossary to find out what an unfamiliar word or phrase means.

### Understanding the page numbers

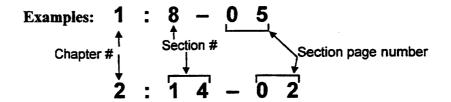
This manual is organized into chapters, sections and section page numbers.

**Important notes:** You can identify the chapters and sections by the *general page number*, which is a:

- four digit number when the section number is a single digit
- five digit number for double digit sections as shown below.

This number is located on the top, outside corner of each page.

The section page number is always a two-digit number.



Notice that the beginning parts of the Manual—the Contents, page 1-01, Index, page 2-01 and About this manual, page 3-01—have no chapter number and no colon in the general page number.

## **Updating the manual**

Definition:

An update is a minor change, usually involving only one

section of the Manual.

A revision is a change of the entire Manual.

#### General information

When an update is made to a section, you will receive the entire section along with a cover letter and a revised Contents and index.

You will be instructed in the cover letter to:

- replace the existing section(s) with the newest update
- place the cover letter at the back of the Manual in the Change Notices tab

The cover letter will have in it an updated list of all revisions, as well as instructions to dispose of the previous cover letter.