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# 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.

**Examples:**    **1** : **8** - **0 5**  
                  ↑          ↑          ↓          ↓  
Chapter #          Section #          Section page number

                  ↓          ↓          ↓          ↓  
**2** : **1 4** - **0 2**

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.