

ayroll Plus is a template for the spreadsheet module of Claris©Works, or any spreadsheet application. Payroll Plus will accurately calculate the payroll, including calculating the Social Security Tax, Federal Withholding Tax, State Tax (if applicable), City Tax(if applicable), Unemployment Tax(if applicable) for a small business of from 1 to 7 employees (or more, see last page of this document). Payroll Plus is completely customizable by the user and can even be expanded for a larger number of Employees (some knowledge of spreadsheet manipulation will be needed, if you customize it yourself, as formulas will be misplaced if the template is altered, so be careful!) It is not necessary for you to do any modification however, because a custom template can be provided by the author of this template (see last page of this document.) ClarisWorks©, or some other spreadsheet program is needed to use this template, this is NOT a stand alone application.

Payroll Plus is a great tool for employers who have a computer, yet still figure their payroll by hand, a tedious process and one that is prone to human error. While errors are possible in Payroll Plus, the fact that most cells are locked and therefore unable to be altered make the chance of error very small. Many hours have gone into the development and testing of this spreadsheet template. However, errors are possible and the user agrees to use this program as is, and not to hold Daniel Burgin or his affiliations accountable for any errors in payroll calculation or for any ensuing legal action taken by any government agency as a result of errors in payroll reporting based on calculations made by this template. Let me also say that I have tested this program on my own small business for over two years and have encountered no problems.

WARNING : This spreadsheet is (if used without modification) for use ONLY in the City of Philadelphia. All calculations are based on rates and percentages unique to the Philadelphia area. Any other area user should, a) pay the shareware fee and update the calculations themselves, or b) send the shareware fee plus the custom template fee (see schedule, last page of this

manual) to Daniel Burgin along with the current rates and percentages for ALL categories of deductions, and we will send you a custom template for your area. Please see the last page of this document for fees and update charges.

SHAREWARE ANNOUNCEMENT

This template is being distributed as shareware and as such will only let you check out how it could help your company calculate it's weekly payroll. Since this version is not locked in any way (other than certain cells being protected) you can alter this template any way you wish. That would exclude Daniel Burgin from receiving any payment for the many hours of work spent developing and testing this template, so please pay the modest shareware fee and keep us interested in providing more great templates and programs for your use!

Secondly, unless you live in the Philadelphia area, or you are comfortable re-designing spreadsheets, this template is useless. It needs to be tailored to reflect the rates and percentages at which your city, state, province or municipality tax.

In order to use the spreadsheet template as is, you must send the shareware fee of \$10.00. See last page for address.

In order to receive a custom copy, see the last page of this manual for instructions and fees.

If you use this template as is, please pay the shareware fee. If you order a custom template, please also print out, fill out, and send in the custom template form on the last page of this document. That will provide us with all the information necessary to fill your order.