



Striving for Social Justice

ST. CHRISTOPHER AND NEVIS

Social Security Board

C3 Wizard Manual Guide

ST. CHRISTOPHER & NEVIS SOCIAL SECURITY BOARD

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Date: _____

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Introduction

This document tells you how to navigate through the C3 Wizard from start to finish. It explains how to enter both employer and employee data, save the data entered, generate and print a copy of the desired document.



Installing the C3 Wizard Program

Step1: Insert the C3 Wizard installation CD which displays the screen in (Figure 1). Click “**setup**” to continue the installation process. This action displays the screen in (Figure 2), click “**next**”.

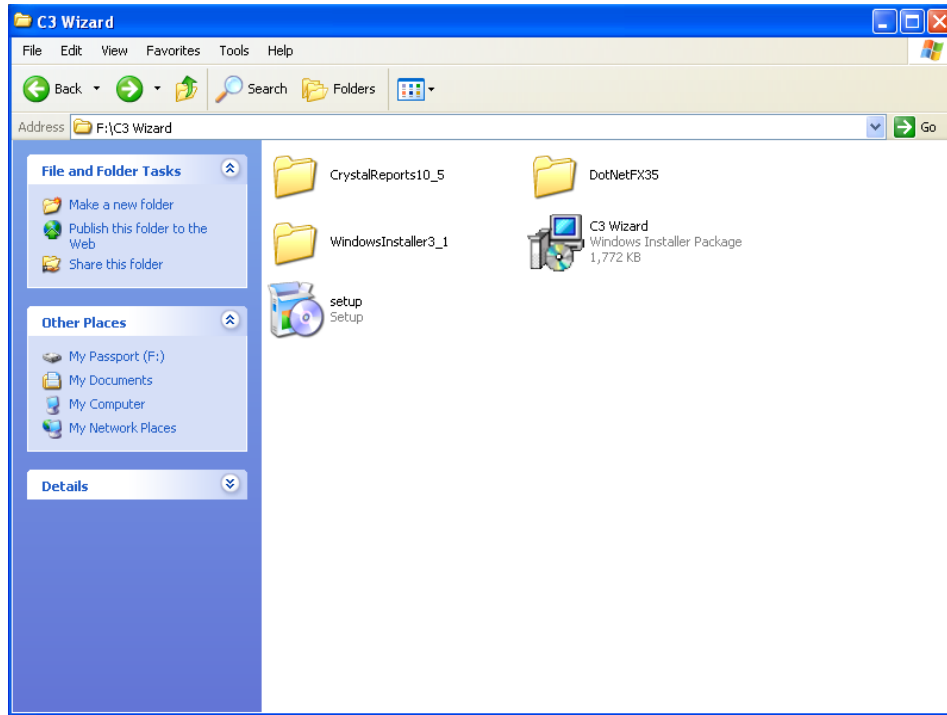


Figure.1

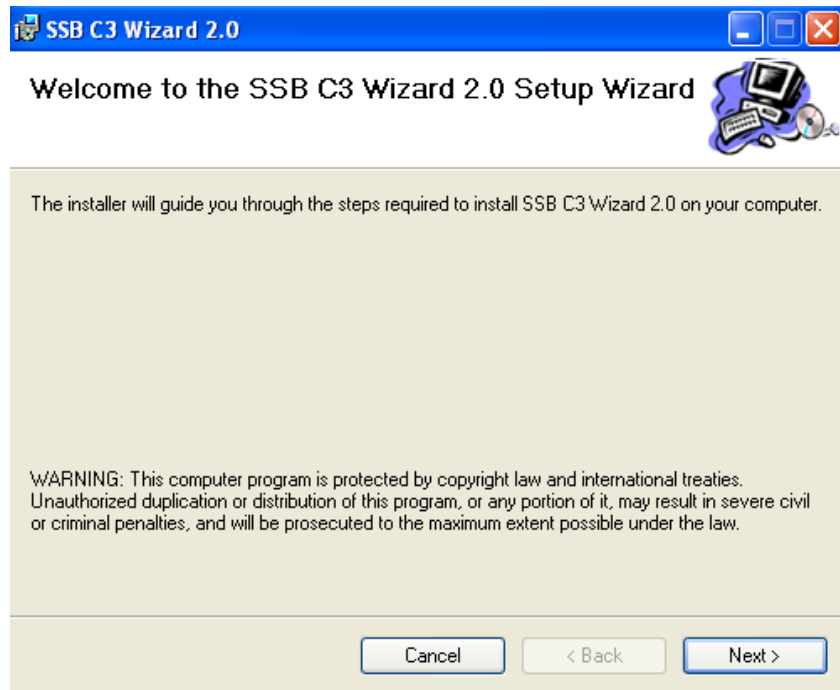


Figure.2

Step 2: Select the “I Agree” button in the License Agreement screen as shown in (Figure 3), then click “next”

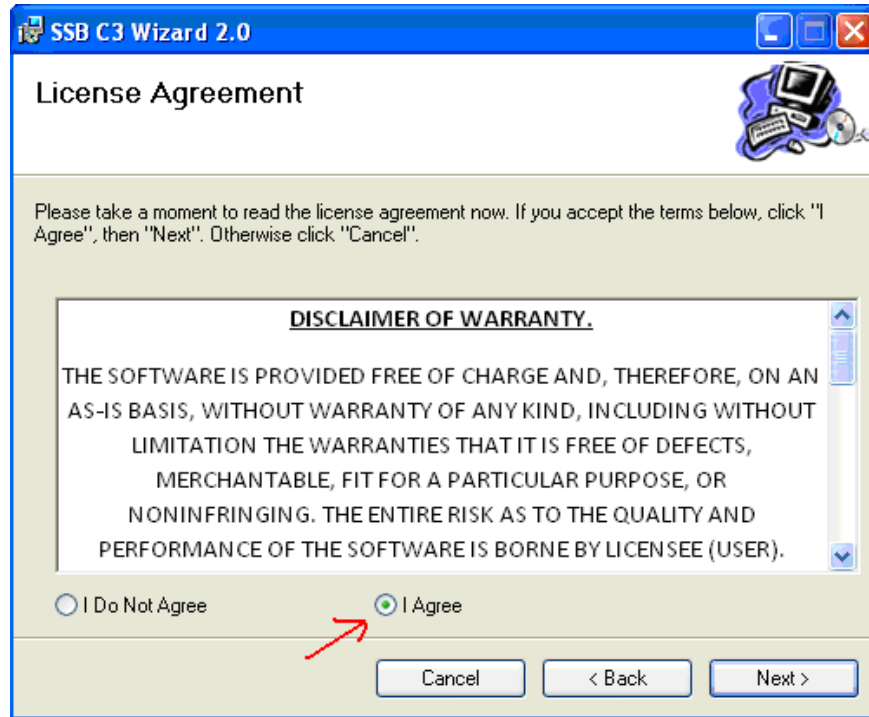


Figure.3

Step 3: Select the area in which you would like the C3 Wizard to be located on your computer. After entering the desired drive and folder location click “next”. This process is shown in (Figure 4).

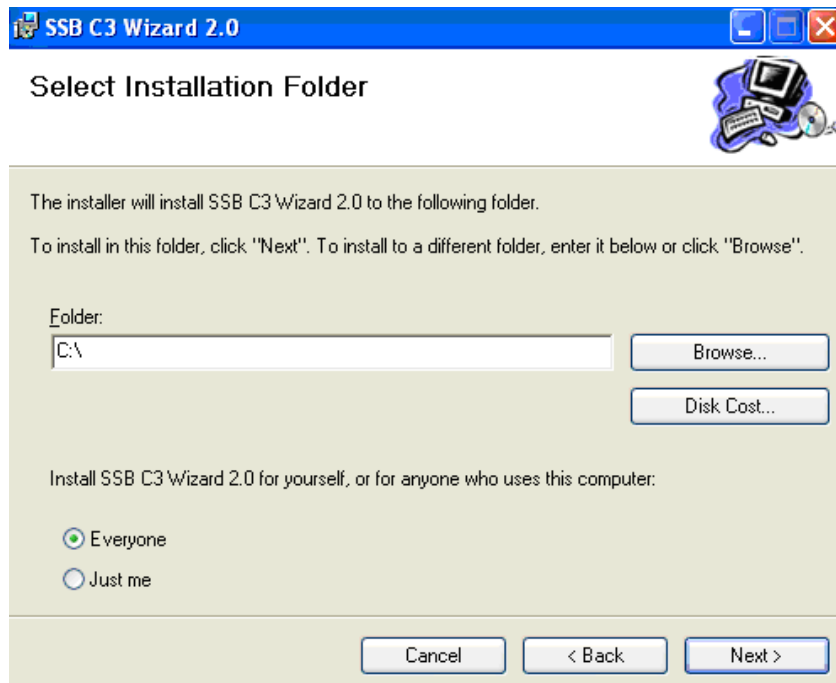


Figure.4

Step 4: To confirm and start the installation of the C3 Wizard, click “**next**” as prompted in (Figure 5). In (figures 6 & 7) it shows the screens until the file has finished loading. Click “**close**” when prompted to do so to complete the installation.

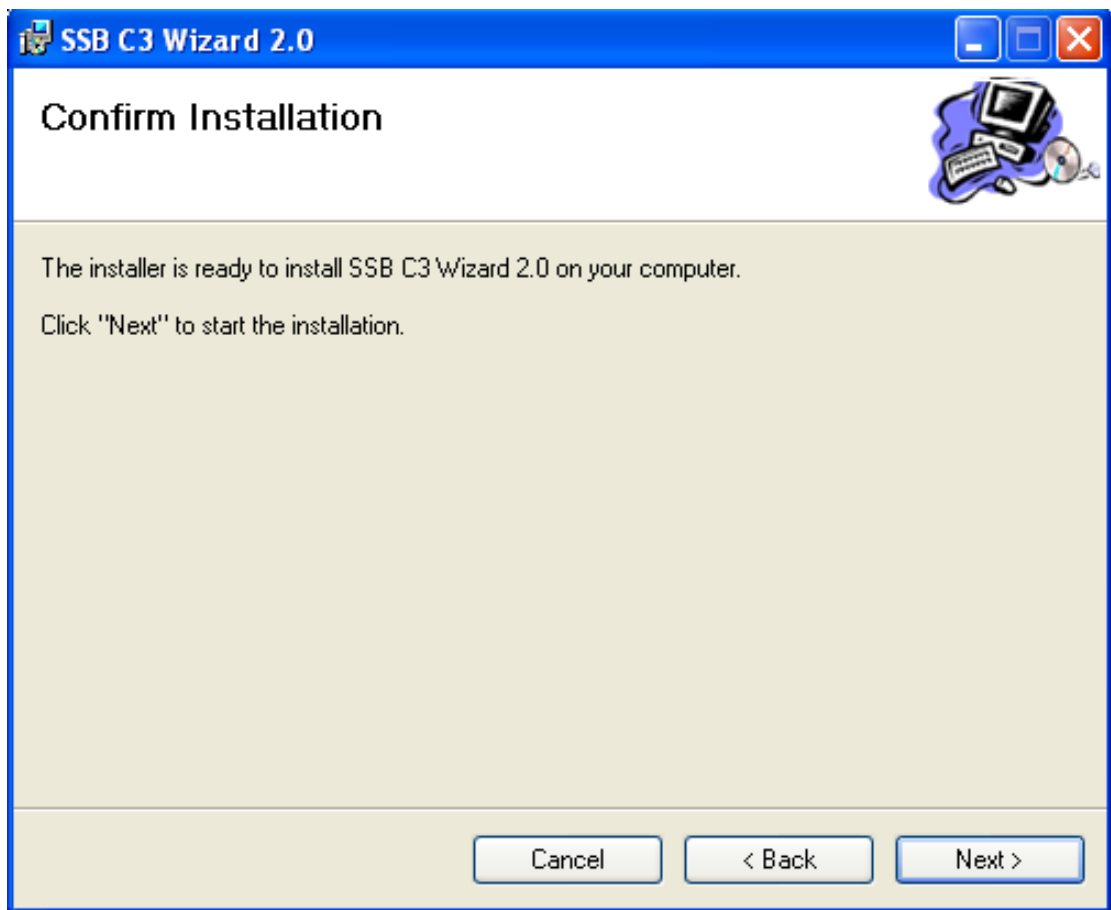


Figure.5

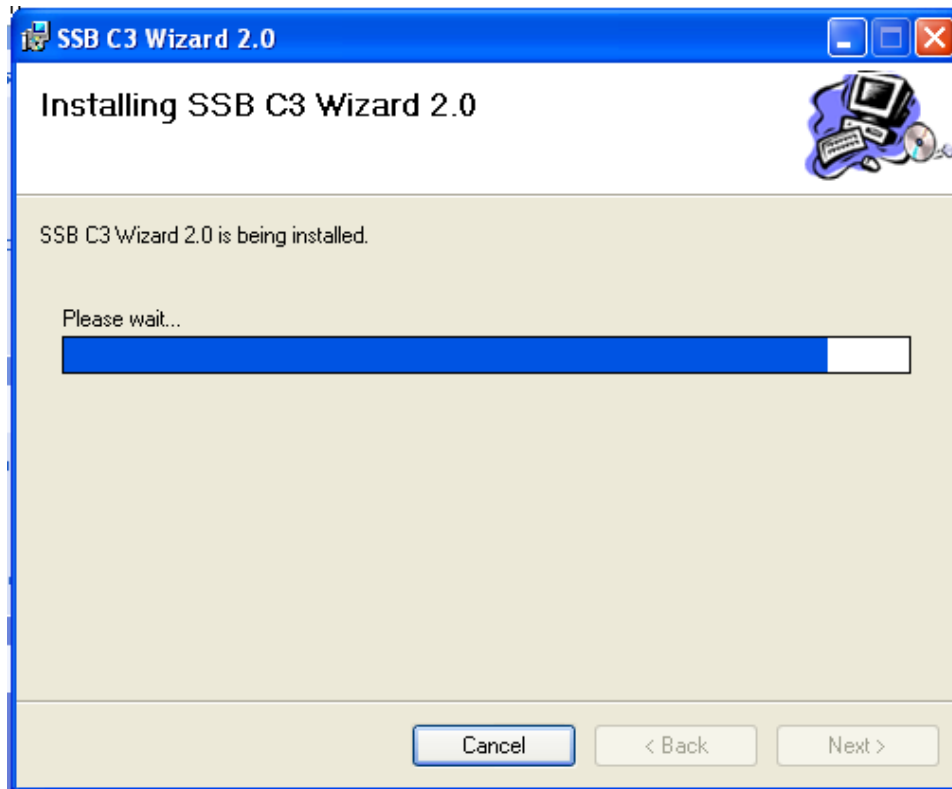


Figure.6

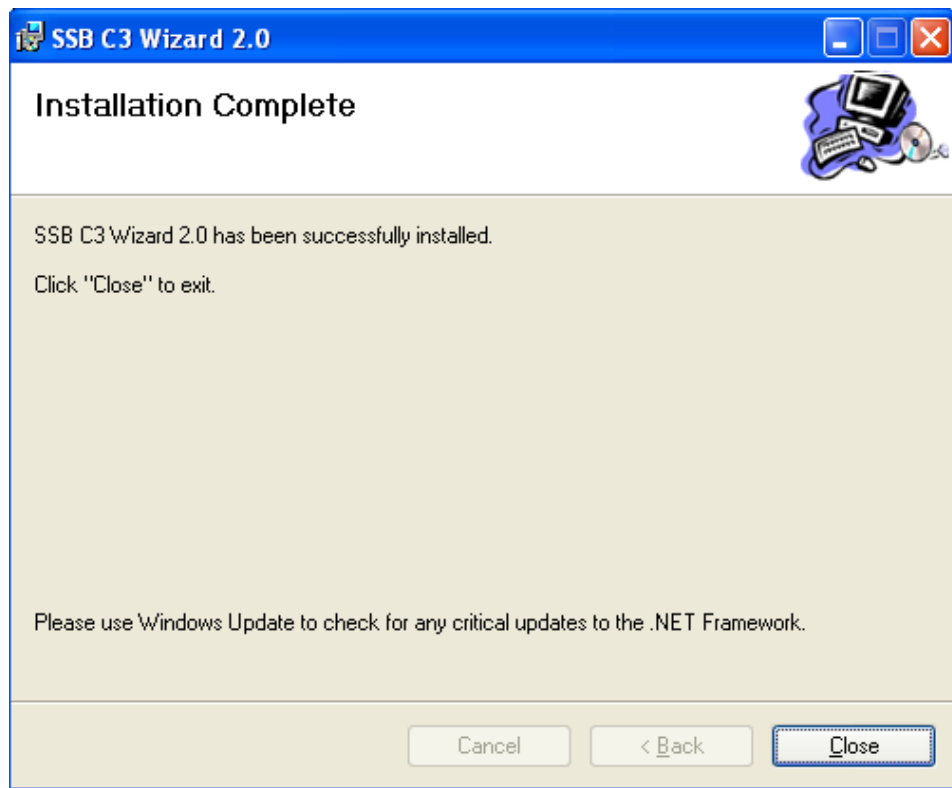
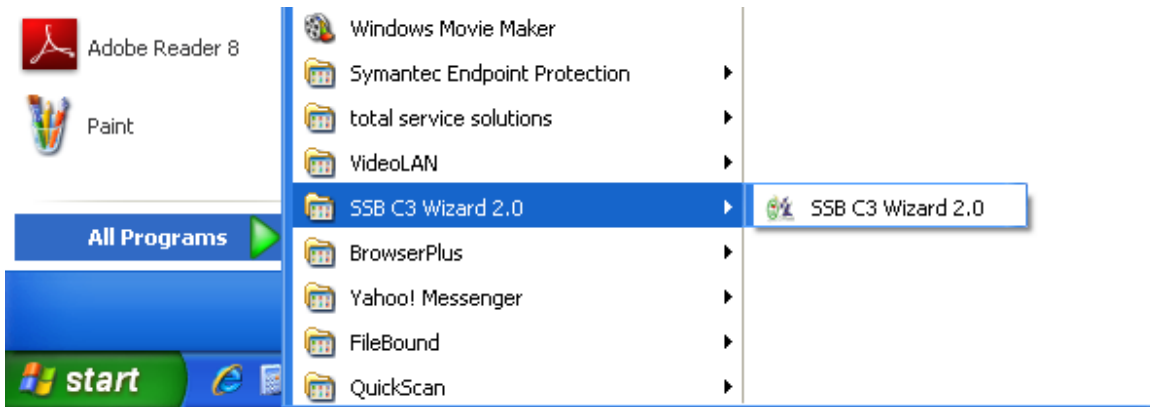


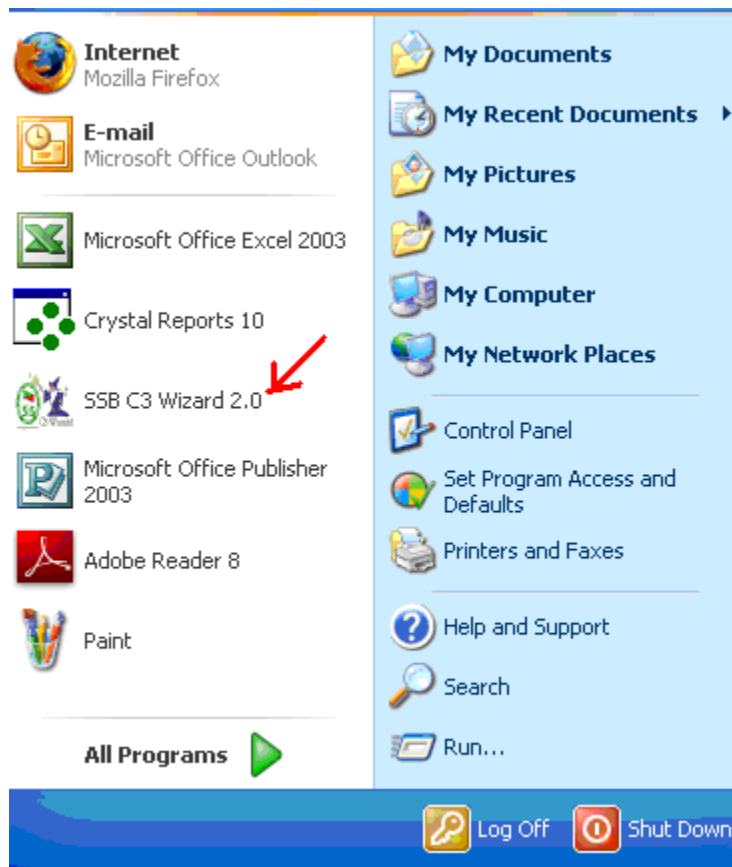
Figure.7

Locating the C3 Wizard Program

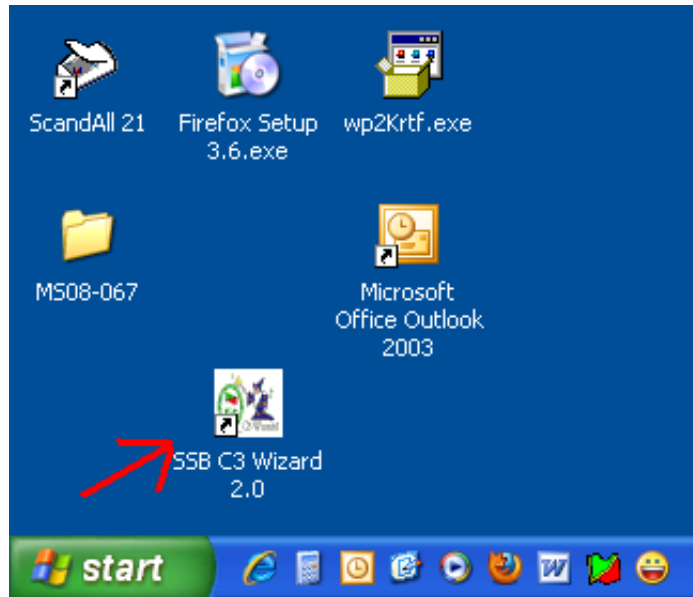
After installing the C3 Wizard program it can be located in one of the following areas.



1. Go to the start menu, click on “**All Programs**” and select the SSB C3 Wizard icon as shown above.



2. Go to the start menu and click of the “**SSB C3 Wizard icon**” as shown above.



3. Double click on the “SSB C3 Wizard icon” located directly on the desktop as shown above.

Let's Begin

Upon entering the C3 Wizard program, you will be prompted to select the location of the C3 Wizard Database. When this screen appears, select Local Machine and Click ‘ok’ as shown in the (Figure 5).



Figure.8

How to: Enter Employer Data

The screen should now display a box requesting that you enter employer information. Click 'ok' to proceed. (Figures 8 & 9) show this process.



Figure.8

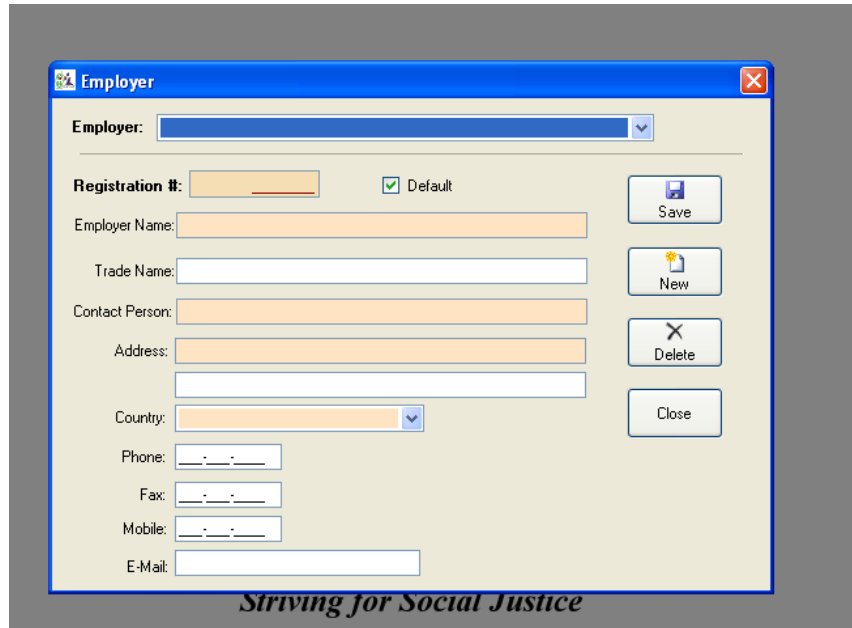


Figure.9

All relevant employee information should be entered in the allotted spaces e.g. Registration Number, Employer Name, Address and Contacts etc. Click “Save” after entering all of the desired fields.


NB: A number of employers can be entered continuously by saving the data entered and then clicking ‘New’ to enter a new employer’s information. Click “close” when you have completed the entries of employer data.

How to: Enter Employee Data

To enter employee information click on “Open C3” on the menu bar, this displays the C3 Listings Box (**Figure 10**). Verify that the Employee data that you are about to enter is being placed in the correct employer and click new. Click yes if you are prompted by a box for first time entries.

The screen should now display a box which allows you to enter all employee information, such as: Name, Address, Date of Birth, Wage Amount and Wage Rate, it also allows you to enter the Occupation of the employee as shown in (**Figure 11**). The screen in (**Figure 12**) displays the list of employees for a particular employer.

C3 Listing [X]

Registration #:  Find

Month: June 2010

| Reg. Number | Month | Total Wages | Total SS Contribution | Total Levy Employee | Total Levy Employer |
|-------------|-------|-------------|-----------------------|---------------------|---------------------|
| | | | | | |

Show for default employer only

Figure.10

Employer - 651234: Jason Bridges [X]

SSN:

Surname: Firstname: Middle Name:

Gender: D.O.B:

Current Address: Phone:
 Mobile:

Country: E-Mail:

Salary:
Wages:

Employment Details:
Employer:
Occupation:
Commencement Date:
Termination Date:

Figure.11

Note

To enter several employees under one employer simply click **'Save'** and then **'New'** after each employee, when you have completed entering all of the employees click close.

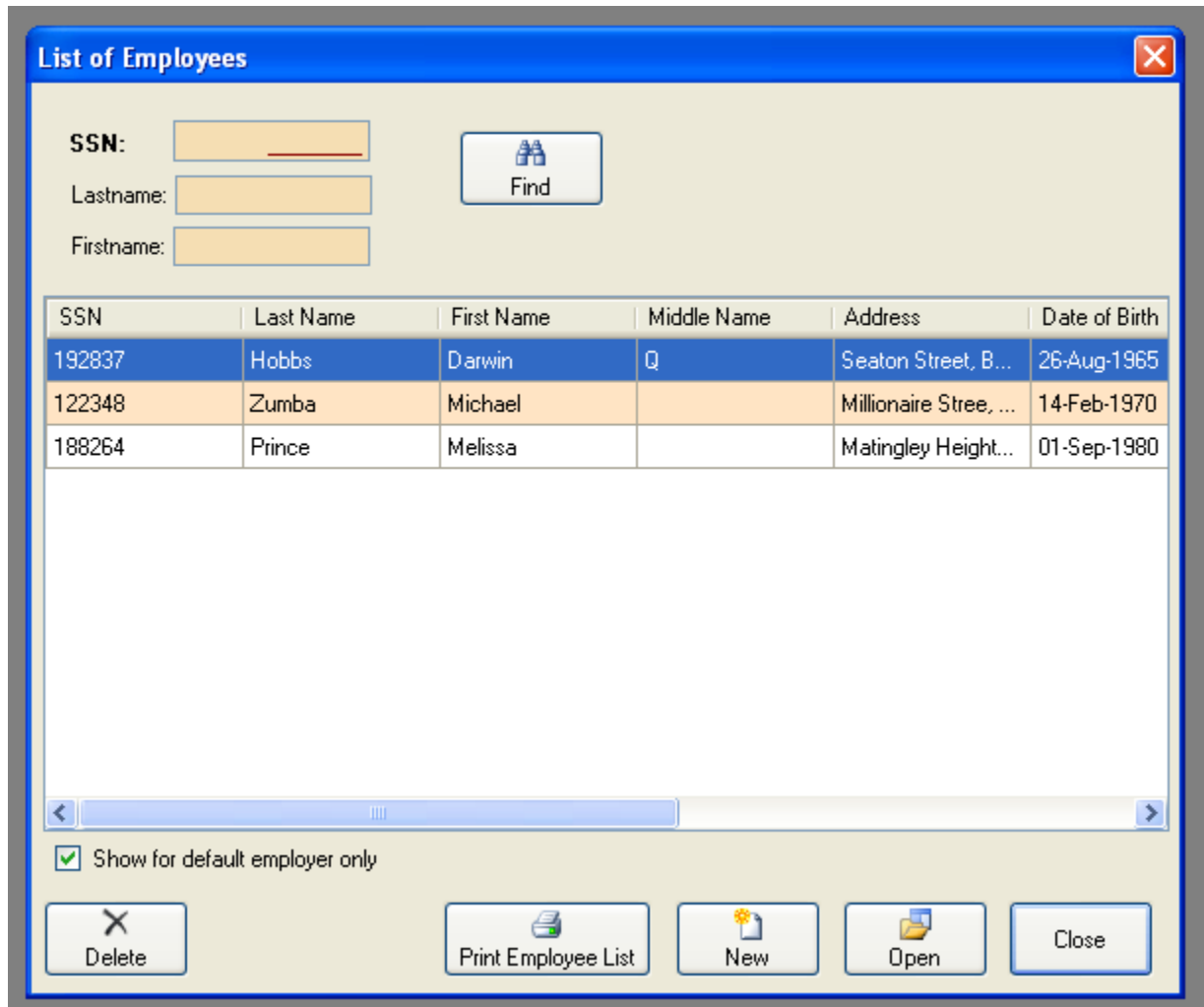


Figure.12

How to: Generate a Statement of Wages and Contributions (C3) Form

1. When you have entered and saved all of the necessary data of employee information. Click on the “**Open C3**” button in the task bar and click on “**new**”. This action displays the Statement of Wages and Contribution Form (C3 Form which contains: Pay Period, Employee Data, Rate of Pay and the calculation amount for Social Security, Levy and the total amount to be paid. This is displayed in (Figure 13)
2. Select “**save**” to save the C3 Information.

The screenshot shows the C3 Form software interface. At the top, there is a menu bar with 'File', 'Setup', 'Windows', and 'Help'. Below the menu bar, there are buttons for 'New C3', 'Open C3', 'Find Employee', 'Print', and 'Help'. The main area is divided into sections I, II, and III.

Section I: Registration #: 650001, Month: October 2010, Conditions: Original: Nov-2008 to Dec-2099. Totals: Director, Social Security Board \$ 858.00, Accountant General \$ 546.00, Total Payment \$ 1404.00. Number of Employees: 3. Details: Date Entered: 12-Nov-2010, Date Printed: 12-Nov-2010. A 'Calculate' button is present.

Section II: A table with columns: Social Security Number, Name of Employee, T/C, Date, Pay Period or Schedule, 1 (X), 2 (X), 3 (X), 4 (X), 5 (X), Week 1\$, Week 2\$, Week 3\$, Week 4\$, Week 5\$, HPay (\$), Dec. Bonus.

| Social Security Number | Name of Employee | T/C | Date | Pay Period or Schedule | 1 (X) | 2 (X) | 3 (X) | 4 (X) | 5 (X) | Week 1\$ | Week 2\$ | Week 3\$ | Week 4\$ | Week 5\$ | HPay (\$) | Dec. Bonus |
|------------------------|------------------|-----|------|------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|----------|----------|----------|----------|----------|-----------|------------|
| 123456 | Won, Nombre | | | Weekly | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 600.00 | 600.00 | 600.00 | 600.00 | 0 | 0 | 0 |
| 100002 | Secorn, Natalia | | | Weekly | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 950.00 | 950.00 | 950.00 | 950.00 | 0 | 0 | 0 |
| 101010 | Tresse, Wanda | | | Weekly | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 400.00 | 400.00 | 400.00 | 400.00 | 0 | 0 | 0 |

Section III: Summary of calculations:

| | | |
|---------------------------------------------------------------------|---------|--------|
| a) Total Wages and Employee's Levy | 7800.00 | 234.00 |
| b) Employer's 3% of Wages for Levy Contribution | | 234.00 |
| c) Employer's 1% of Wages for Severance Payments Contributions | | 78.00 |
| d) Levy Penalty for the month (if any) | | |
| e) Severance Penalty for the month | | |
| f) Total (a) to (e) due to the Accountant General | | 546.00 |
| g) Social Security Contribution due for the month | | 858.00 |
| h) Fines due for the month (if any) | | |
| i) Total (g) and (h) (Social Security Remittance due for the month) | | 858.00 |

Buttons: Add Row, Remove Row, Save, Print, Export, Close.

Figure.13

How to: Print a Statement of Wages and Contributions (C3) Form

1. After saving the C3 Form click “**Print**” to display (Figure 14)
2. Select the “**print report**” button located in the menu bar as shown in (Figure 15) to display the printer options and select “**print**”

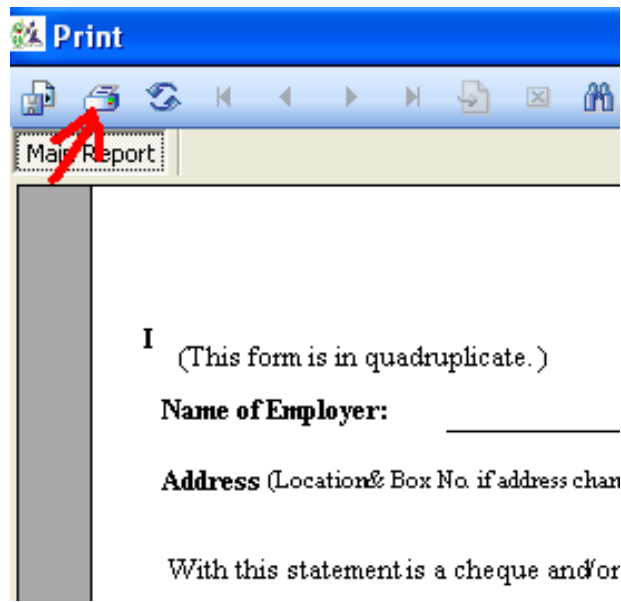


Figure.15

Menu Bar Options

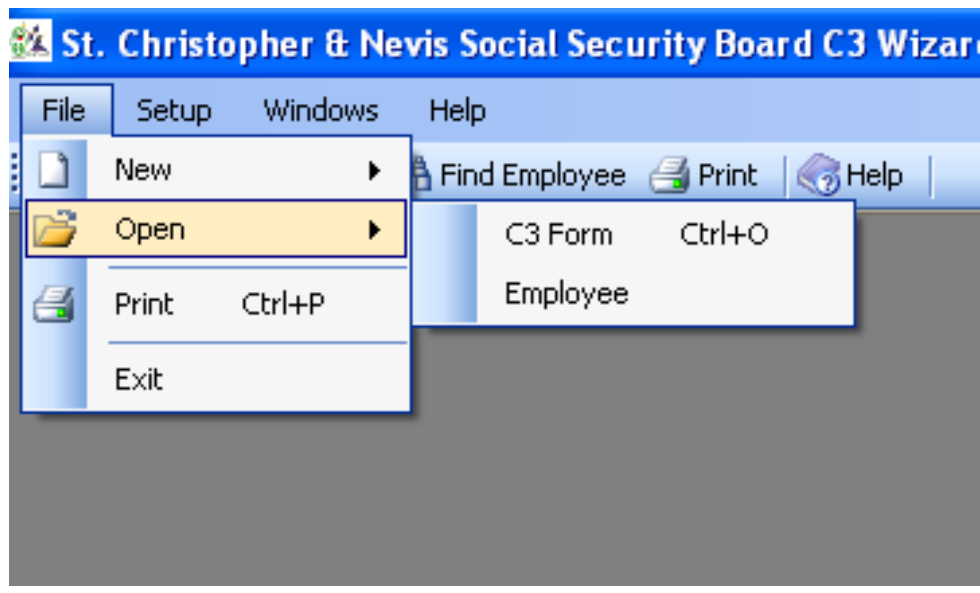


Figure.16 Displays the File menu option and its contents.

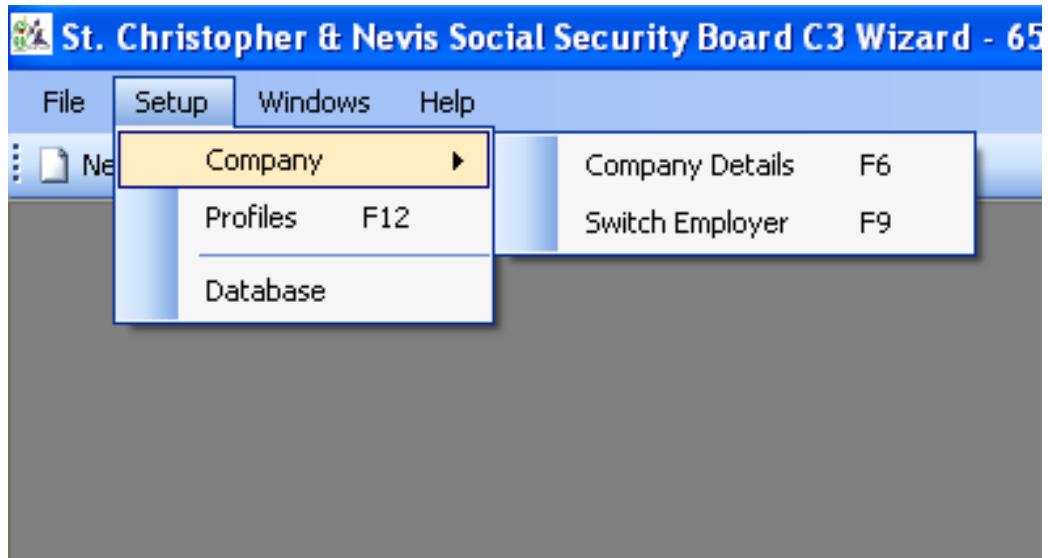


Figure.17 Displays the Setup menu and its contents.

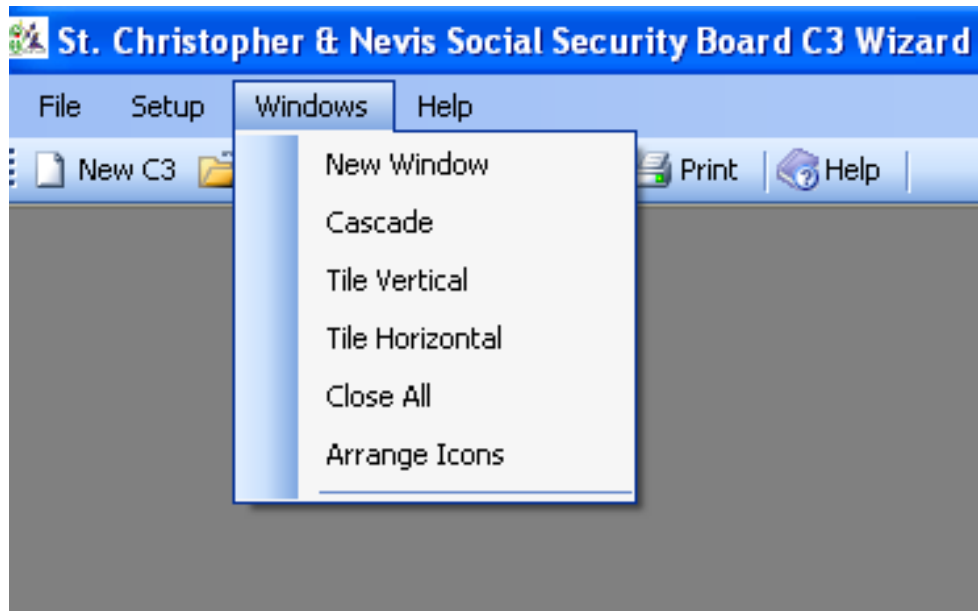


Figure.18 Displays the Windows menu and its contents.



Figure.19 Displays the Help menu and its contents.