



Figure 3-1 Payroll Process Overview

Basically, there are eight steps to process a payroll from beginning to end. This session will focus on steps 4 through 8.

- 1 Setting Up Pay** – Escape payroll setup controls much of how the system works. The system handles all aspects of the payroll requirements for education. Everything from managing the multiple calendars of both the classified and certificated staffs, (including substitutes), to PERS/STRS reporting, to automatic deposit of net pay.
- 2 Initiate Pay** – The Initiate Pay process is run once, at the beginning of the fiscal year, usually by the county. It basically “opens” all pay days for processing, computing pay for the entire year. It also creates all of the pay status and leave status records used in payroll and leave processing.

It also needs to be run if you have made changes at the organizational or system level: in other words, any changes using activities that are accessed through the Setup activity group.

- 3 Adjusting Payroll and Leaves** – Escape Online provides two levels for entering leaves and additional pay (e.g., time cards and substitutes). Payroll users can use the batch activities along with more advanced techniques to make all payroll adjustments necessary.
- 4 Submit Payroll** – This automatically creates reports for balancing and verifying payroll and “locks in” all pay cycles for a pay date.
- 5 Approve Payroll** – This works great for counties and offline districts. With a single mouse click, Escape Online:
  - Creates reports for balancing and verifying payroll.
  - Creates and posts labor distribution JEs.
  - Creates and posts salary encumbrance JE.
  - Deletes prior salary encumbrance JEs.
  - Updates all employee records with this pay day’s information.
  - Updates all vendor records with this pay day’s information.

This can be done for all districts in a county, individually or in any combination.

- 6 Print Checks/ACHs** – This is actually a couple of steps: generate and print for each “batch type.” For a typical county, there would be several batch types: employee checks, ACHs, vendor checks, vendor ACHs (for electronic child support payments) and employee pay holds (ACHs converted to checks for the purpose of holding pay). Basically, you highlight each batch and select the appropriate task (generate, print, void).

This step also create any necessary County API files.

- 7 Process Payroll** – When you select the process payroll task, Escape Online automatically generates reports for verifying payroll, creates and posts inter-organizational JEs and grants seniority.
- 8 Close the Pay Date** – This task locks the entire pay date and opens the next pay date for processing.

None of these steps can be processed out of order and none may be skipped, practically eliminating errors and mistakes. Plus, all of the steps (except Close) can easily and completely be rolled back if an error is found that could be corrected at the time.

Many of the steps send reports to the warehouse for reference and storage.