

2010 Payroll Processing Webinar – Q & A

Here are the answers to the questions you sent through the chat box during the Payroll Processing webinar held on Thursday, April 8, 2010. If you have any additional questions, please feel free to email your Customer Care Representative.

Q: Can additional pay be used for manual payroll?

A: You must use the Adjust Payroll activity to enter adjustments for manual payrolls. The Additional Pay activity is only for “regular” payrolls.

Q: Can you make adjustments once a payroll is submitted?

A: No you must rollback to make adjustments.

NEW FEATURE ALERT. If you are submitting payroll just to lock users out of changes to employee payroll setup, in release 10.02, there is a new locking feature. [Sign up for the Release Review](#) or at least watch Terri and Leslie’s Top 10 to learn more about this new feature.

Q: Who uses the import feature?

A: Several customers use the import feature. If you would like more specific information from other customers, we suggest you post a query to the Escape Online Forum available through the Online Resources module. If you do not have a login to the forum yet, please contact John Rhoadarmer at jrhoadarmer@escapetech.com.

Q: When Terri demonstrated the Additional Pay import, her CSV file had the account link id. Once the batch is posted, does the account appear within the addon in Adjust Pay?

A: You cannot import into Additional pay activity using Account LinkId. The full Account number has to be used. Once the batch is posted, the account number will show up in Adjust pay.

Q: The employee’s name appears in the leave batch without having to click on the employee Id. Can this logic be placed into the Additional Pay batch??

A: That is an excellent suggestion. Whenever a user has a good idea, we are interested in hearing about it. Please contact your Escape Customer Care rep to submit an incident. This will begin the process for creating a CR (change request) and programming this request into the software.

Q: Are there any reports that show position pay changes only?

A: the Payroll Difference (Pay04) report shows any differences in pay (not just positional pay), but we currently have a change request (CR 8264) to add three more options – Deduction/ Contribution Differences, Skip EE Pay Setup Adjustments and All Pay Differences—to this report. These options are similar to what we had in Escape Classic. This CR is not currently scheduled for a release.

Q: How are docks loaded from leave transactions into Adjust Pay?

A: Docks are created for leave balances that are negative when the leave balance profile indicates docking should occur. When a dock is posted in the Leave Status activity, an adjustment is automatically created and written to the employee's leave record (to bring the balance to zero), as well as to the Adjust Payroll activity to deduct earnings. Docks can be viewed and cleared if necessary (thus allowing the negative balance to remain).

If an employee's primary pay cycle cannot be located with a payroll in the Open, Opening or Future status, the dock will be allowed to go negative; however, the user Id for the override will be left blank to designate that Escape Online forced this decision.

The addons used for docking are set up in the Organization record. If you want to use different addons, contact your system manager or Escape Customer Care.

Q: How do you set up addons to pay on specific months (i.e., stipends-Dec & Jun)?

A: There are two ways to do this:

1. Use Active Months in the Org Addon setup to set which months you want the Addon to be paid on.
2. In the Employee Addon Setup, you can use Override Periods and the addon will only pay during the months specified in the Override Periods.

Q: How do you set up a specific amount to be direct deposited to one account and the rest of the pay deposited to another account?

A: The sequence and amount/percentage fields work together when an employee has multiple direct deposits. The sequence defines the order of the deposits, with each successive sequence using the balance of the net pay. For example, if an employee has three bank deposits, the first one is a fixed amount (\$400) and the last two are percentages (dividing the remainder equally). The net pay is \$1000. The ACH records would be set up as follows:

- Sequence 1 is \$400.
- Sequence 2 is 50% (half of what is left of the net pay).
- Sequence 9 is 100% (all that is left of the net pay).

Notice that the last account is sequenced as 9 with 100%. This ensures that if the net ever varies (by a penny or two due to rounding) there is not an additional check cut. Also note that we could have made sequence 2 a fixed amount (\$300). This choice should be made according to the wishes of the employee.

NEW FEATURE ALERT. In release 10.02, you can designate an ACH setup record as applicable to the employee's primary pay cycle only. The new Primary Pay Cycle Only flag in the ACH can be set to Yes or No. (Defaults to No.) If it is set to yes, then the ACH record will be ignored on any pay cycles that are not the employee's primary. Make sure you [sign up for the Release Review](#) or at least watch Terri and Leslie's Top 10 to learn more about this new feature.

Q: Is there a place to override employee FTE for leave accrual?

A: Employee leaves are always prorated by FTE. You cannot override this.

Q: Can a record have end dates that cross fiscal years?

A: In general, employee setup records can cross fiscal years.

Q: Can you initiate pay if the pay date is in the Submitted status?

A: Once pay is submitted by a district, you cannot imitate pay for that period for that district. However, the new locking feature introduced in 10.02 (discussed above) will allow you to initiate pay for locked pay dates.

Q: Can additional FIT be taken on supplemental pay cycles?

A: Extra taxes can only be taken on the primary pay cycle.

Q: Can we import leave grants from a file? (We have employees without assignments that earn grants through addons.)

A: Leave import is for usage only. You cannot import grants.

NEW FEATURE ALERT. In release 10.02, you can accrue leaves through addons. Using the new Affect Leaves field in the Addon setup record and the corresponding Grant Hours per Day and Grant per Unit fields in the Leave Balance Profile, addons can be setup to accrue leaves. These leaves will be granted as adjustments and will not be counted by the leave granting logic. Make sure you [sign up for the Release Review](#) or at least watch Terri and Leslie's Top 10 to learn more about this new feature.

CORRECTION: The answer to the last poll during the webinar was in error. We said that you could see auto-generated addons from the Employee Payroll Snapshot. The correct answer is Adjust Payroll.