



Payroll Processing

By: Terri Hammond

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Agenda

- Payroll Processing Overview
- Employee Payroll Setup
- Additional Pay
 - Importing Earnings
- Leaves
 - Importing
 - Loading
 - Posting
 - Reports

Agenda (cont.)

- Adjust Payroll
 - Entering Adjustments
- Payroll Errors
- Manual Payrolls
- Reports
 - Payroll Reports
 - Report Warehouse
- Payroll Statuses

- Questions and Answers

Payroll Processing Overview

- Districts (Org User)
 - Employee Pay Setup
 - Enter Additional Pay
 - Enter Leave Transactions
 - Adjust Payroll
 - Leave Balances
 - Check Differences (Reports)
 - Submit Payroll
- County (All Org User)
 - Approve Payroll
 - Generate and Print Checks
 - Process Payroll
 - Close Pay Date

Employee Payroll Setup

- Employee Pay Management
 - Pay Cycles
 - Taxes
 - Retirement
 - ACH
 - Deductions
 - Contributions
 - Assignments
 - Add-on's
- Initiate Pay

Additional Pay

- When to use:
 - Batch Entry
 - Quick Data Entry
 - Add Employee to a Pay Cycle
 - Import Earnings
 - Submit
 - Post Addon Pay
 - Rollback if needed
- When Not to use:
 - One time adjustments to benefits or retirement
 - On-going add-on's

Leaves

- Enter Leaves
 - Leave Transactions
 - Batch Mode
 - Import Leaves
 - Submit – Approve - Post
 - Employee Leaves Tab
- Leave Status
 - Grant
 - Load
 - Post
- Reports
 - Snapshot
 - Leave Balance – Leave03
 - Leave Grant Audit – Leave05
 - Leave Transactions w/Excess Balances – Leave 02

Adjust Payroll

- Tutorial
- Earnings
 - Add-ons
 - Add new or Auto-Generated
 - Based on Add-on setup
 - Tied to Earnings Table
 - Can Affect Seniority
 - Assignments
 - Time Card Assignments
 - Must enter Units
 - Add new Assignments

Adjust Payroll (cont.)

- Compute Pay
 - Save/Close
 - Task – Calculate Pay Now
- Contributions/Deductions
 - Retirement & Benefits are automatic
 - Used for one time adjustments
- Snapshot
 - Employee Payroll
 - Pay Detail Salary

Payroll Errors

- Finding Payroll Errors
 - Search for Have Errors
 - Search by Error Category
 - Payroll Errors Tab
 - Payroll Errors Report (Pay22)
- Resolving Errors
 - How To's – Search Keyword, “Error Resolution”
 - Payroll User Guide - Search Keyword, “Error Resolution”

Manual Payroll

- Tutorial
- Floating pay date
 - Pay Date is set when Pay is Submitted.
 - Date is always Pay date plus one day.
- Multiple actions on list.
- Actions
 - Cancel & Reissue
 - COE or System Manager User
 - Must be in the Printed Status
 - Lost check
 - Cancel & Reverse
 - COE or System Manager User
 - Checks Only
 - Lost check or wrong amount
 - Associated with Reprocess Action

Manual Payroll (cont.)

- Create Manual Pay
 - District User
 - Employee must have payroll setup
 - Not on Regular Pay Cycle
- Reprocess Pay
 - District User
 - When pay needs to be changed
 - Check or ACH will need to be Cancelled and Reversed before
 - Pay Date needs to be different
 - Make changes from Activity
- Void & Reissue
 - COE or System Manager User
 - ACH Only
 - Pay is not changed
 - Check is issued

Reports

- Review Errors
 - Pay22
- Payroll Differences Report
 - Pay04
- Payroll Adjustments
 - Pay13
- Audit Report
 - Pay14
- Summary Report
 - Pay01
- Report Warehouse
 - Created during Payroll Processes

Payroll Processes

- Open
 - Can be edited
- Submitted
 - District User (Org User)
 - No longer able to edit
- Approved
 - County User (All Org)
 - Posts Labor Journals
 - Encumbers Salaries
 - Updates Year to Date records
 - Creates Vendor Summary

Payroll Processes (cont)

- Generate/Print Checks
 - Checks and ACH's
 - Vendor Checks
 - API files
- Process Payroll
 - Posts Inter-organization JE's
 - Grants Seniority
- Close
 - Locks pay date
 - Opens next future Pay date

Questions and Answers

- Thank you so much for attending!
- E-mail will be sent out with the recording information.
