

**Sonoma County Office of Education**

# Escape Additional Pay, Contribution and Deduction Batch



**July 2021**

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## Additional Pay Batch

The Additional Pay activity is used for adding or importing **one-time addons** (affect this pay date only). For ongoing addons (taken every pay date), use the Mass Change – Addons activity.

Additional Pay transactions can be entered in two ways.

Option 1 - Manually enter in Additional Pay Batch Activity

Option 2 - Import transactions into an Additional Pay Batch

### Option 1 – Manually Enter

Manually enter in the Additional Pay Batch Activity

#### **Go to HR/Payroll - Employment – Additional Pay**

- Click New
- **Section 1 Batch Information**
  - **Pay Date** – choose pay date
  - **Description** – enter description
- **Section 2 Posting Information**
  - **Primary Pay Cycle** – No, if posting to a pay date with only one pay cycle, ie Supplemental; Yes, if posting to a pay date with multiple pay cycles, ie EOM Regular
  - **Pay Cycle** – choose pay cycle in conjunction with Primary Pay Cycle flag
  - **Pay Period** – use lookup to select pay period

001 - ABC HR / Payroll - Employment - Additional Pay

Search List Form

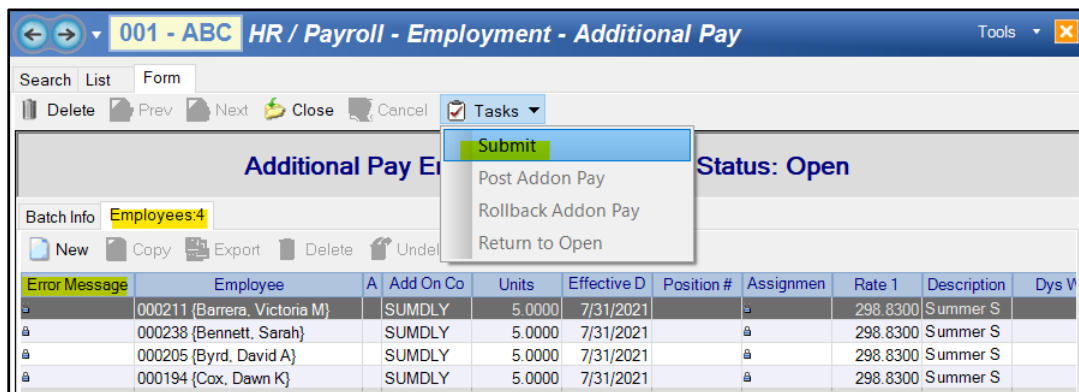
Delete Prev Next Save/Close Cancel Tasks

**Additional Pay Entry Batch # , Status:**

Batch Info Employees

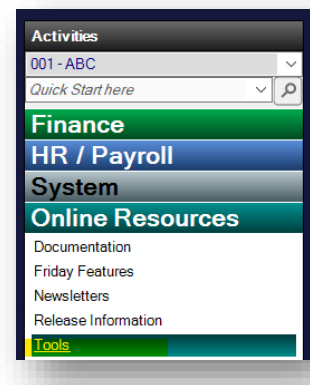
Batch Information	Posting Information
<b>1 - Batch information</b>	<b>2 - Posting information</b>
Fiscal Year 2022 {2021/2022}	Primary Pay Cycle? No
Pay Date 8/10/2021	Pay Cycle CES {Certificated Supplemental}
Location	Pay Period 1 {Paid 08/10/21 ()}
Submitted	Status Message
Submitted By	<b>3 - Add/Update Information</b>
Description CE Summer School	

- Click on Employees Tab
- Click New
- Enter information Left to Right using Enter Key to proceed
- Save/Close
- Reopen
- Verify there are no Errors
- Use Tasks to Submit and Post Addon Pay (this will post the pay to Adjust Payroll). Data is still editable in Adjust Payroll if changes need to be made.



## Option 2 – Create Import File

- Open Additional Pay Import Template in Excel
- Populate Fields
  - SSN OR EMPID
  - Addon – Must match Escape code EXACTLY
  - Units – Enter Units
  - Rate1 – Enter Amount unless Addon points to a Salary Schedule
  - Rate 2 – Leave blank
  - Acct – Enter Account Number WITHOUT DASHES  
Depending on Addon setup
  - Effective – Enter End of Month
  - Comment – Optional



- SalSched and SalCell – Required IF addon set up to point to Salary Schedule
- Days Worked – Enter in number of Days worked. This is important for HFA tracking
- Leave ALL other fields Blank but KEEP in HEADER
- Save Close in CSV Format

When an addon points to a salary schedule and salary cell, the data entered MUST MATCH exactly what the character set up is in Escape.

A	B	C	D	E	F	G	H	I	J	K	L
SSN	Empld	Addon	Units	Rate1	Rate2	Acct	Effective	Comment	SalSched	SalCell	DaysWo
	211	SUMDLY	5				7/31/2021		1TEACH	01/1	
	238	SUMDLY	5				7/31/2021		1TEACH	01/1	
	205	EXTDUTY	5	35			7/31/2021				
	194	EXTDUTY	5	35			7/31/2021				

## Import Additional Pay File

### *Go to HR/Payroll - Employment – Additional Pay*

- Click New
- **Section 1 Batch Information**
  - Enter Pay Date
  - Enter Description
  - Upload CSV file

001 - ABC HR / Payroll - Employment - Additional Pay

Search List Form

Delete Prev Next Save/Close Cancel Tasks

**Additional Pay Entry**

Batch Info Employees

**Batch Information**

1 - Batch information

Fiscal Year 2022 (2021/2022)

Pay Date 8/10/2021

Location

Submitted

Submitted By

Description CE Summer School

File Name

Click on 3 dots to find CSV file

- **Section 2 Posting Information**

- Primary Pay Cycle – No, if posting to a pay date with only one pay cycle, ie Supplemental; Yes, if posting to a pay date with multiple pay cycles, ie EOM Regular
- Pay Cycle – choose pay cycle in conjunction with Primary Pay Cycle flag
- Pay Period – use lookup to select pay period

- Save/Close

Posting Information	
2 - Posting information	
Primary Pay Cycle?	No
Pay Cycle	CES {Certificated Supplemental}
Pay Period	1 {Paid 08/10/21 ()}

- Reopen Batch and Click on Employees Tab to confirm data

Error Message	Employee	A	Add On Co	Units	Effective D	Position #	Assignmen	Rate 1	Description	Dys	FD-RSR	Type	PC	Salary Sch	Sched cell	Rate 2
	000211 (Barrera, Victoria M)		SUMDLY	5.0000	7/31/2021				Summer S			D		1TEACH	01/1	1.0000
	000238 (Bennett, Sarah)		SUMDLY	5.0000	7/31/2021				Summer S			D		1TEACH	01/1	1.0000
	000205 (Byrd, David A)		EXTDUTY	5.0000	7/31/2021			35.0000	Extra Duty			H		SPEC	EXT/ 1	1.0000
	000194 (Cox, Dawn K)		EXTDUTY	5.0000	7/31/2021			35.0000	Extra Duty			H		SPEC	EXT/ 1	1.0000

Notice on example above, there are no Error Messages, however there is not a rate in the Rate1 column.

This happens when an Addon is linked to a Salary Schedule Cell and the format (character count including spaces) does not match what is in Escape.

When clicking in the Salary Cell field a **Red X** appears.

Error Message	Employee	A	Add On Co	Units	Effective D	Position #	Assignment	Rate 1	Description	Dys	FD-RSR	Type	PC	Salary Sch	Sched cell
	000211 (Barrera, Victoria M)		SUMDLY {	5.0000	7/31/2021				Summer S			#D		#1TEACH	{01/1}

- Use dropdown menu to select the cell, hit Enter and Rate1 field will populate.

Error Message	Employee	A	Add On Co	Units	Effective D	Position #	Assignment	Rate 1	Description	Dys	FD-RSR	Type	PC	Salary Sch	Sched cell	Rate 2
	000211 (Barrera, Victoria M)		SUMDLY {	5.0000	7/31/2021			\$ 298.8300	Summer S			#D		#1TEACH	{01/1} {\$55.0}	1.0000

- After verifying data, Use Tasks to Submit and Post Addon Pay (this will post the pay to Adjust Payroll). Data is still editable in Adjust Payroll if changes need to be made.

## Go to HR/Payroll – Payroll – Adjust Payroll

Verify data is populated as expected. Edits can be made to data until Payroll is Submitted.

Section 2 – Addons and Assignments

Batch Id: Enter the batch id to narrow search

## Additional Contribution/Deduction Batch

The Additional Contribution and Additional Deduction activity is used for adding or importing **a large number of contributions and/or deductions that affect this pay date only.** For example, HSA reimbursements, CSEA refunds, STRS DBS. To add (or end) ongoing contributions/deductions (taken every pay date) use the Mass Change – Contribs/Deducts activity.

Additional Pay transactions can be entered in two ways.

Option 1 - Manually enter in Additional Contrib/Deduct Batch Activity

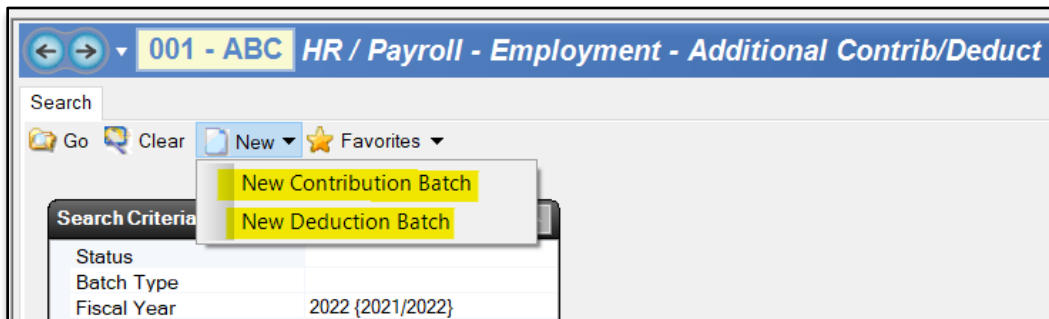
Option 2 - Import transactions into an Additional Contrib/Deduct Batch Activity

### Option 1 – Manually Enter

Manually enter in the Additional Contrib/Deduct Batch Activity

Go to ***HR/Payroll - Employment – Additional Contrib/Deduct***

- Click New
- Choose New Contribution Batch OR New Deduction Batch





- **Section 1 Batch Info**

- **Pay Date** – choose Pay Date
- **Default Deduction ID** – enter deduction to populate on each employee entry
- **Default Description** – enter description to populate on each employee entry

Batch Information	
<input checked="" type="checkbox"/> 1 - Batch information	
Fiscal Year	2022 {2021/2022}
Pay Date	8/10/2021
Default Deduction Id	HWPRE {H & W Pretax}
Default Description	Refund H&W
Comment	Increase Cap 7/1/2020
File Name	
Note	

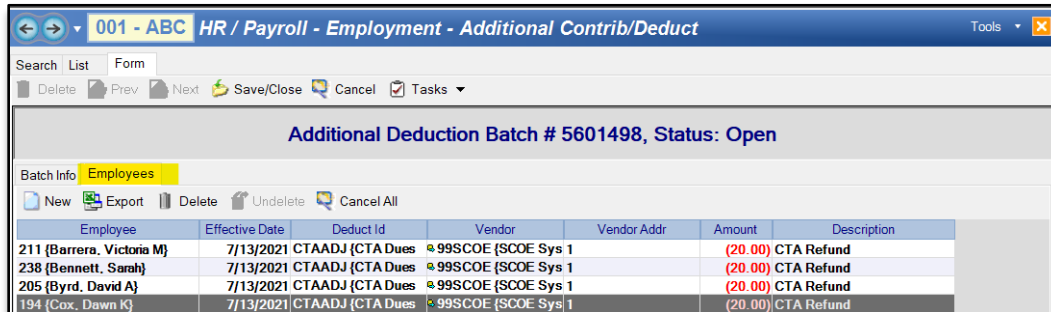
- **Section 2 Posting Information**

- **Primary Pay Cycle** – No, if posting to a pay date with only one pay cycle, ie Supplemental; Yes, if posting to a pay date with multiple pay cycles, ie EOM Regular
- **Pay Cycle** – choose pay cycle in conjunction with Primary Pay Cycle flag
- **Pay Period** – use lookup to select pay period

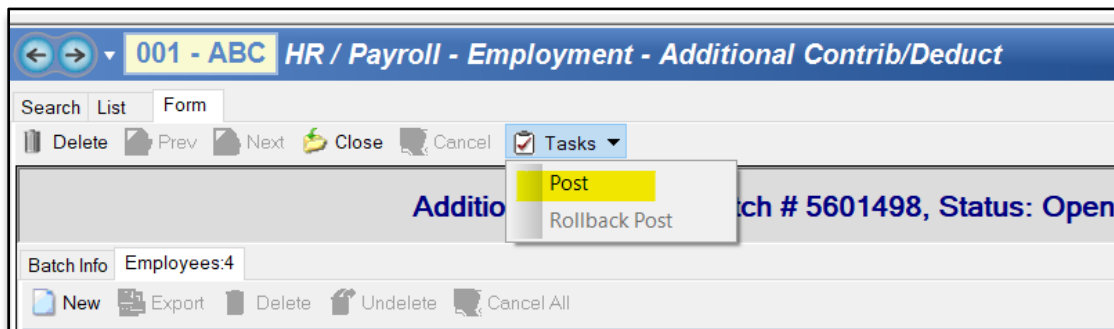
Posting Information	
<input checked="" type="checkbox"/> 2 - Posting information	
Primary Pay Cycle?	No
Pay Cycle	CLS {Classified Supplemental}
Pay Period	1 {Paid 08/10/21 (Future)}
Status Message	

- Save/Close to apply Default Deduction ID and Default Description

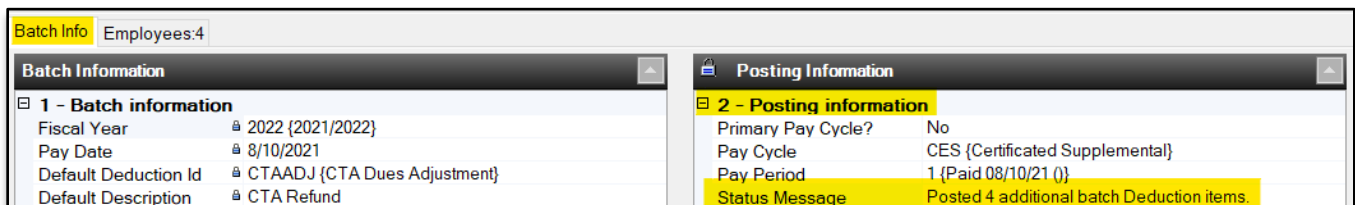
- Reopen Batch
- Click on Employees Tab
- Click New
- Enter information Left to Right using Enter Key to proceed



- Save/Close
- Reopen
- Use Tasks to Post Addon Pay (this will post the pay to Adjust Payroll). Data is still editable in Adjust Payroll if changes need to be made.



- Reopen Batch
- Confirm Status Message is Posted in Section 2 of Batch Info Tab



- Review in Adjust Payroll that items have posted in the employee payroll, edits can be made if needed
- Search by Deduct/Contrib Batch Id

## Go to HR/Payroll – Payroll – Adjust Payroll

Verify data is populated as expected. Edits can be made to data until Payroll is Submitted.

Search Criteria - Payroll Adjustments

<b>1 - Employee</b>	
Employee Id	
Social Security Number	
Last Name	
Include Previous Name	Yes - include in last name search
First Name	
Barg Unit Id	
Job Category	
Job Class	
Location	
Person Type	
Employment Type	
<b>2 - Addons and Assignments</b>	
<b>3 - Pay Date</b>	
<b>4 - Pay Cycle</b>	
<b>5 - Deductions</b>	
Deduction	
Deduction Adjustments Only?	Yes
Batch Id	5601498
<b>6 - Contributions</b>	
Contribution	
Contribution Adjustments Only?	Yes
Batch Id	

- Enter Deduction or Contribution Batch Id
- Click Go to create a list
- From the list, open the records to review they posted as expected
  - If this did not post as expected, the Batch can be rolled back in the Deduction/Contribution activity in Tasks

HR / Payroll - Employment - Additional Contrib/Deduct

Search List Form

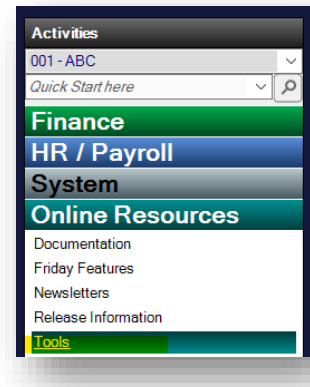
Delete Prev Next Close Cancel **Tasks**

Post  
Rollback Post

Batch Info Employees

## Option 2 – Create Import File

- Open ContribDeductImport Template in Excel
- Populate Fields
  - SSN OR EMPID
  - Date Effective – Enter End of Month
  - Contrib/DeductId – Must match Escape code EXACTLY
  - VendorId – Enter Vendor ID
  - VendorAddrId – Enter Vendor Address ID
  - ContribDeductAmt – Enter amount (a deduction refund should be a negative amount)
  - Descr – Enter Description



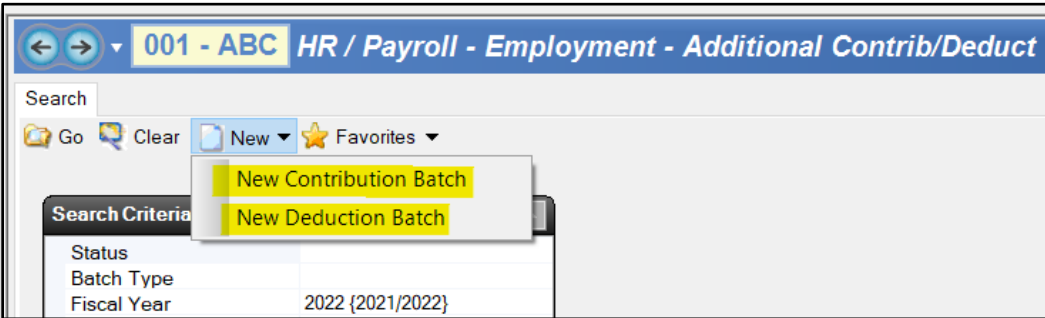
A	B	C	D	E	F	G	H
SSNumId	Empld	DateEffect	ContribDec	VendorId	VendorAdc	ContribDec	Descr
	211	7/31/2021	CTAADJ	99SCOE	1	-20	CTA Refund
	238	8/1/2021	CTAADJ	99SCOE	1	-20	CTA Refund
	205	7/31/2021	CTAADJ	99SCOE	1	-20	CTA Refund
	194	8/1/2021	CTAADJ	99SCOE	1	-20	CTA Refund

- Save Close in CSV Format

## Import File

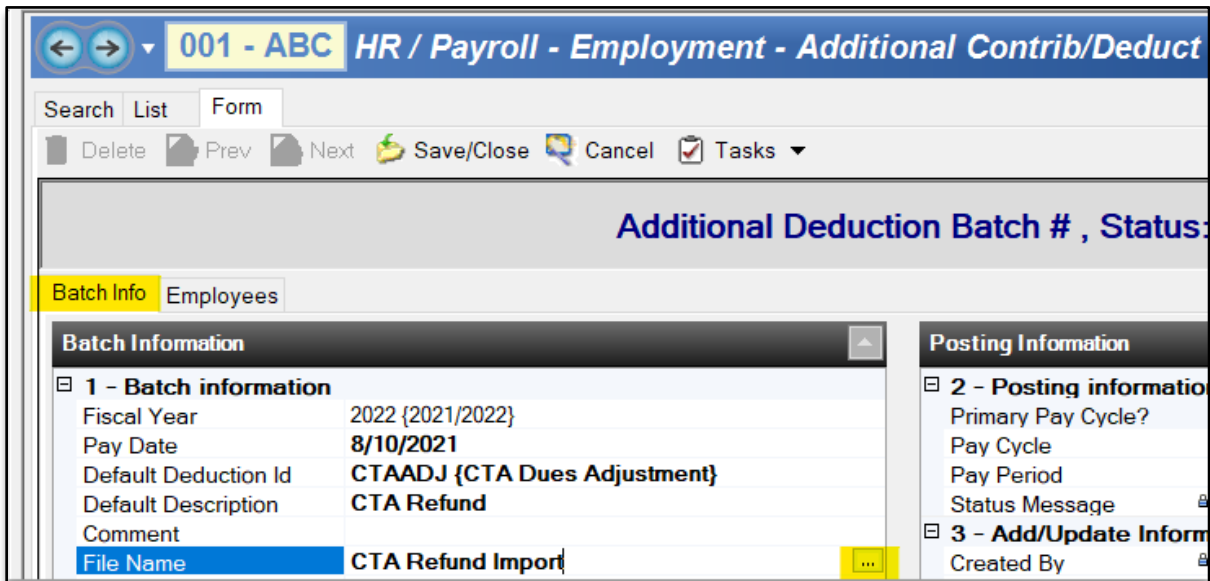
### Go to HR/Payroll - Employment – Additional Contrib/Deduct

- Click New
- Choose New Contribution Batch OR New Deduction Batch



- **Section 1 Batch Info**

- **Pay Date** – choose Pay Date
- **Default Deduction ID** – enter deduction to populate on each employee entry
- **Default Description** – enter description to populate on each employee entry
- **File Name** – use pull down menu to find file



- **Section 2 Posting Information**

- **Primary Pay Cycle** – No, if posting to a pay date with only one pay cycle, ie Supplemental; Yes, if posting to a pay date with multiple pay cycles, ie EOM Regular
- **Pay Cycle** – choose pay cycle in conjunction with Primary Pay Cycle flag
- **Pay Period** – use lookup to select pay period

Posting Information

- 2 - Posting information
  - Primary Pay Cycle? No
  - Pay Cycle CES {Certificated Supplemental}
  - Pay Period 1 {Paid 08/10/21 {}}
  - Status Message
- 3 - Add/Update Information
  - Created By

- Save/Close to import file
- Verify 0 Errors from the List Tab

Job Type	Fiscal Year	Batch	Contrib/Deduct	Pay Date	Status	Comment	Created By	Posted By	Note	Item
Deductions	2022	5601500	CTAADJ	8/10/2021	Open		KALINGLE	0 Errors		

- Reopen Batch
- Click on Employees Tab
- Verify data is populated as expected
- Use Tasks to Post to Adjust Payroll

Batch # 5601500, Status: Open

Employee	Effective Date	Deduct Id	Vendor	Vendor Addr	Amount	Description
000211 (Barrera, Victoria M)	7/31/2021	CTAADJ {CTA Dues A 99SCOE	1		(20.00)	CTA Refund
000238 (Bennett, Sarah)	8/1/2021	CTAADJ {CTA Dues A 99SCOE	1		(20.00)	CTA Refund
000205 (Byrd, David A)	7/31/2021	CTAADJ {CTA Dues A 99SCOE	1		(20.00)	CTA Refund
000194 (Cox, Dawn K)	8/1/2021	CTAADJ {CTA Dues A 99SCOE	1		(20.00)	CTA Refund

## Adjust Payroll

### *Go to HR/Payroll – Payroll – Adjust Payroll*

Verify data is populated as expected. Edits can be made to data until Payroll is Submitted.

Search

Go Clear Favorites

**Search Criteria - Payroll Adjustments**

- 1 - Employee
- 2 - Addons and Assignments
- 3 - Pay Date
- 4 - Pay Cycle
- 5 - Deductions
  - Deduction
  - Deduction Adjustments Only? Yes
  - Batch Id 5601498
- 6 - Contributions
  - Contribution
  - Contribution Adjustments Only? Yes
  - Batch Id

**Search by Batch Id:**

**Section 5 – Deductions**

**Section 6 - Contributions**

- Enter Deduction or Contribution Batch Id
- Click Go to create a list
- From the list, open the records to review they posted as expected
  - If this did not post as expected, the Batch can be rolled back in the Deduction/Contribution activity in Tasks

001 - ABC HR / Payroll - Employment - Additional Contrib/Deduct

Search List Form

Delete Prev Next Close Cancel Tasks

Post

Rollback Post

Batch Info Employees