

Payroll Certification – Escape Training November 2016

Additional Pay – Batch Entry for quick entry for Payroll such as Timecards or Stipends

➤ **Go to HR/Payroll – Employment – Additional Pay**

- Click New to Create a Batch
- Complete the Batch Info Tab with the desired pay period; Recommend to separate Classified and Certificated
- Click on Employee Tab
- Click New to enter employee id or first few letters or last name to select employee
- Addon Code or use drop down to select
- Units
- Effective Date (End of pay period)
- Enter Rate or Select the cell from the salary schedule
- Days worked for HFA Leave Tracking
- Account code
- Use Task to Submit and Post to Adjust Pay
- Use Task to Rollback to unpost as long as no manual changes made in Adjust Pay
- Return to Open to make adjustments or Adjustments can be made in Adjust Pay

Additional Pay Entry Batch # , Status:												
Batch Info Employees												
New Export Delete Undelete Cancel All												
Employee	A Add On Code	Units	Effective Dat	Rate 1	Description	Dys Wrkd	FD-RSRC-Y-GOAL-FUNC-OBJT-SCH-MGMT	Type	PC	Salary Sched	Sched cell	Rate 2
001083 (Smith, Frances)	SUBD (Subst	10.0000	10/31/2016	130.0000	Substitute			a D	CES {Certific	ADDONDAY F / 1	\$130.	1.0000
001346 (Smith, Patricia L)	SUBD (Subst	1.0000	10/31/2016	140.0000	Substitute			a D	CES {Certific	ADDONDAY H / 1	\$140.	1.0000
001108 (Smith, Hillary A)	SUBH (Subst	5.0000	10/31/2016		Substitute			a H	CLS (Classifi			1.0000

Additional Pay – Import File

➤ **Go to Online Resources – Templates – Select Additional Pay Import**

- This will open in Excel with the header needed
- SSN column doesn't need to be populated
- Empld required
- Addon Code
- Complete the form similar to batch entry above
- Save As CSV (Comma delimited)
- Close file before trying to import
- Go to Additional Pay to Import
- Complete Batch Info Tab
- File Name File; click
- Save/Close
- Check for errors before posting
- Submit and post batch



Adjust Pay – Used to make one-time adjustments or Supplemental Payroll



Tip – For Addon Pay that will span several pay periods it's recommended to set up in Employee Management

➤ **Go to HR/Payroll – Payroll - Adjust Pay**

- Pay Change? = **Yes**
- Pay Change Type = + Added to Pay Cycle, B Base, G Gross, N Net

Search Criteria - Payroll Adjustments

- 1 - Employee
- 2 - Addons and Assignments
- 3 - Pay Date
 - Pay Date: 10/31/2016
 - Pay Schedule Type
 - Calendar Year
 - Being Paid?
 - With Pay Hold?
 - Pay Changed?: Yes
 - Pay Change Type: N (Net)
- 4 - Pay Cycle
 - Fiscal Year: 2017 (2016/2017)
 - Pay Cycle
 - Pay Period
- 5 - Payroll Errors
 - Have Errors
 - Error Activity Category

HR / Payroll - Payroll - Adjust Payroll

A	Adj	Hold	Chg	Last Name	First Name	MI	Emp Id	Gross Pay	Net Pay	FY	Cyc	Prd	Pay Date
			N	Mane			75	7,990.50	4,810.12	2017	CE0A	3	10/31/2016
			N	D			162	6,181.60	3,490.06	2017	CE0A	3	10/31/2016
			N	G			158	6,836.20	3,901.19	2017	CE0A	3	10/31/2016
			N	Ther			54	6,608.90	3,702.31	2017	CE0A	3	10/31/2016
			N	A			205	4,213.73	3,543.43	2017	CE0A	3	10/31/2016
			N	M			53	3,070.54	1,138.96	2017	CL1A	3	10/31/2016
			N	H			138	8,275.40	4,076.03	2017	CE0A	3	10/31/2016
			N	M			176	6,836.20	4,176.90	2017	CE0A	3	10/31/2016
			N	L			145	7,320.70	3,977.52	2017	CE0A	3	10/31/2016
			N	S			193	4,078.46	2,886.88	2017	CL2J	4	10/31/2016

Create list for Net Pay changes
Review why these had changes and make notations

Pay99 – Employee Payroll Snapshot

- In Adjust Pay click on the Preview Icon to review Gross to Net, Retirement Reporting, Benefit Providers, Leave Information, Account Distribution

HR / Payroll - Payroll - Adjust Payroll

Search List

Open Export **Preview** Detail Grid

A	Adj	Hold	Chg	Li	Employee Payroll	MI	Emp Id	Gross Pay	Net
			N	Acu			1612	1,925.16	1
			N	Andrus			2511	2,744.09	2

Pay99 Employee Payroll Snapshot

Blasgow Jr., Keith A CE1A #3 - Cert 11 Month Aug-Jun **Gross to Net**

Employee: [Redacted] Pay Period: 3, 10/01/16 - 10/31/16 Status: Closed
 Address: [Redacted] (Last Final Computed CES#) - Ending 09/30/16 on 10/07/16
 FTE: 1.00000 Benefit FTE: 1.00000
 SSN: 888-88-6439 Empid: 002354
 Bargaining Unit: 1C Approved: 10/24/2016 3:05PM
 Last Calc'd: LWALLACE, 10/24/16 9:27 am

EARNINGS	Employee		Rate	Calendar Year To Date		Subj Gross
	Employee	Other		Employee	Other	
POSITION #609-10754(SINOMA MOUNTAIN C)	4,420.55		4,420.55	13,261.65		
ADJUST (CEADLHR) CPM Training			40.00	1,120.00		
ADJUST (CEADLHR) MRT			40.00	40.00		
Total	4,420.55	.00		14,421.65	.00	

Tips for Balancing Payroll Gross to Net

Excel Spreadsheet Example

- Salary Placement
- FTE/Hours
- Calendar
- Gross
- Addons
- Total Earnings
- Deductions
- Adjustments
- Net



Required Reports for Payroll Submission

- ***Go to HR/Payroll – Payroll - Payroll Status***
Enter the Pay Date or these can be found in Reports

- **Pay 99** - Status-Payroll Processing Snapshot
- **Pay01** - Payroll Summary
- **Pay22** - Payroll Errors
- **Pay04** – Payroll Differences (Gross Only)

Recommended Escape Reports in addition to required

- ***Go to HR/Payroll – Reports - Payroll***
 - **Pay 14** - Payroll Audit (PRELIST) Gross and Net
 - **Pay09** – Labor Distribution Summary (Account Coding)
 - **Pay10** – Labor Distribution Detail (Account Coding)
 - **Pay31** – W2 Errors
 - **Pay60** – ACA Measurement Period Report (ALE with 50 or more FTE)
- ***Go to HR/Payroll – Reports - Retiree***
 - **Retiree01** - STRS Qualifying Report for Substitutes Employees
 - **Retiree02** - STRS Qualifying Report for Part Time Employees
 - **Retiree09** - PERS Qualifying
- ***Other helpful reports to reconcile Benefits***
 - **Benefit03** – Benefit Provider Reconciliation
 - **Pay17** – Vendor Detail (Reconcile with vendor Invoice)