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Payroll

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User Guide

OVERVIEW

Payroll

Payroll is one of the three basic modules of the School Accounting System. Within the Payroll module, a full payroll calculation can be completed, including the steps to withhold and expense deductions and taxes, print checks and direct deposit stubs for employees, print checks to payees for the total amount of the employee and employer shares of the deductions and taxes, email direct deposit stubs if desired, and create a direct deposit file, if applicable. Detailed reports can also be generated within the Payroll module to view useful payroll information, such as the employees' gross earnings, taxable grosses, withholdings, and net check amounts; the distribution posted to General Ledger sorted by employee, account number, or department; and the amounts paid by each employee and employer for each deduction and tax. Within the Payroll module, the necessary reports for filing the state retirement report, the state unemployment report, Quarterly 941, and Employee W2s can also be generated and printed at the end of each month, quarter, or calendar year.

Available Help

<u>Help File</u>
The School Accounting System features a Help File that includes a table of contents, a topical index, a search option, and context-sensitive help. To open the Help File, select the **Help** menu from any screen and then select **School Accounting System Help**. To then access the table of contents, click the **Contents** tab located in the upper left-hand corner of the screen; to use the topical index, click the **Index** tab; or to complete a search for specific information, click the **Search** tab.

The context-sensitive help provides help text related to a specific field in the data entry and maintenance screens of the School Accounting System and its add-on modules. To access the context-sensitive help, place the cursor on the desired field and then press the **F1** key (or right-click in a field and select **What's This?**).

To print a specific topic in the Help File, bring up the desired topic and then click the **Print** button located at the top of this screen.

<u>Web Page</u>
Access Software Unlimited, Inc.'s web site at **www.su-inc.com** to view the Knowledge Base containing Frequently Asked Questions (FAQs) and Training Tidbits. In order to access the Knowledge Base, you must enter your User ID and Password when prompted. If needed, to create a User ID and Password for the website, click the Website Login Credentials link under the Help & Support section on the main screen of the School Accounting System.

<u>Customer Support Help Line</u>
The Customer Support Help Line is a toll-free number available to our customers from 8 a.m. to 5 p.m. Central Time, Monday through Friday. The annual maintenance fee for the School Accounting System and the add-on modules for which your organization has licensed includes help line assistance for questions related to the School Accounting System and the add-on modules. **To reach our Customer Support Help Line, call 800.756.0035, Ext. 2.** Be ready to give the receptionist your Name, School District, Customer ID, and a brief message regarding the problem. One of our Certified Customer Support Representatives will call you back to assist with problem resolution. Be sure to complete a Customer Support Callback Sheet for each call that you place and file it in your small Reference Binder for future use.

Customer Support Callback Sheet

(Please complete <u>before</u> calling HELPLINE)

800-756-0035 ext. 2

If you cannot reach SUI with the toll-free number, please contact us via the following:
Phone: 605-361-2073 ext. 2   E-mail: support@su-inc.com   Fax: 605-361-5443

Person Calling:_____   Customer ID#:_____

Company Name:_____   Date:_____ Time:_____

Type of Computer:_____   Phone:_____

What part of the System? (Circle one)

   Accounts Payable   Human Resources   Fixed Asset Inventory   Warehouse

   General Ledger   Negotiations   Accounts Receivable   Other Software

   Payroll   Report Writer   Web Link   Other Hardware

What menu option(s)?_____

If an error has occurred, please copy this information from the screen:

Error Number:_____   Error Description:_____

Hardware or Software Question or Problem:
_____
_____
_____
_____
_____

Fill out information below *after* calling HELPLINE:

Helped By: _____   Call Back Date:_____ Time: _____

Description of Resolution:
_____
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Backups

The backup database function, which is accessed by clicking the **Backup** icon on the main screen of the School Accounting System or the Backup option listed under the Check Cycle menus in Accounts Payable and Payroll, makes an encrypted backup file of the database at a specific point in time. Since all the data in the School Accounting System resides in one database, the backup database function backs up all modules including Accounts Payable, General Ledger, Payroll, Fixed Asset Inventory, Human Resources, Negotiations, and Report Writer.

When making a backup in the School Accounting System, the backup file of the database is created in the backup folder in the SQL Server instance and can be copied to a different location, such as to a jump drive, CD, or a location on the user's local hard drive, if desired. The backup files in the backup folder in the SQL Server instance are retained based on the values entered in the Number of Days to Keep Backups field and the Minimum Number of Backups to Keep field in the System File. For a list of the recommended times when an external backup copy should be created within Accounts Payable, Payroll, and General Ledger, and how long the backup copy should be retained, refer to the Recommended Backup Copy and Retention Schedule.

Tips:
- Always make a backup prior to updating files (for example, updating a check cycle) in the School Accounting System.
- In addition to making backups prior to updating files, make regular backups (such as a weekly or daily backup) of your database in the School Accounting System, even if a tech does a nightly or weekly tape backup.
- Develop a schedule for all users as to how often to create external backup copies and how long to retain the backup copies.
- Establish a procedure for storing the backups in a safe place away from the office in case of a fire or other natural disaster.

Note: The School Accounting System can be set up to complete daily backups of the database, if desired. To set up the system to make a daily backup, complete the fields on the Backup Options screen in the System File (refer to Steps 1, 4, and 5 of the Completing the System File topic in the Help File). When making a daily backup, the backup file is only created in the backup folder in the SQL Server instance (an external copy is <u>not</u> made).

Backing Up:
Note: The steps below are for completing the backup database function at a specific point in time in the School Accounting System. If backing up to a CD, be sure to format the CD prior to clicking the Backup icon or selecting the Backup option by completing the format option (or the "Direct CD" option) within the CD writing software program installed on your computer.

1   From the School Accounting System screen, click the **Backup** icon.

   Note: The Backup option can also be accessed by selecting the **Check Cycle** menu and then **Backup** from the Accounts Payable or Payroll screen if backing up prior to updating a batch of checks for Accounts Payable or Payroll. If making a backup as part of completing the Change Account Structure, Crosswalk Account Numbers, or Upload Database to SUI option, or installing an update, skip this step.

2.   At the Backup Database screen (see **Diagram A**), the path for how your computer sees the location for the backup folder on the SQL Server instance appears in the Path to Shared Backup Folder field. The path entered in the Path to Shared Backup Folder field is only utilized if the backup will be copied to a different location from the backup folder, such as to a jump drive, CD, or a location on the user's local hard drive. If the path in the field needs to be changed, utilize the Edit Path to Shared Backup Folder option (<u>not</u> applicable for school districts using the School Accounting System-Online version).

3.   Select the Make Backup Copy field to copy the backup from the backup folder (on the SQL Server instance) to a different location, such as to a jump drive, CD, or a location on the user's local hard drive. A checkmark will appear in the box if the field is selected.

4. If the Make Backup Copy field is selected, the Path for Backup Copy field will be enabled. Enter the destination location for where to make the backup copy in the Path for Backup Copy field, or click the **Directory** button to browse to the desired path and then click the **OK** button. The path last specified when a backup was made on your computer appears as the default, but can be changed.
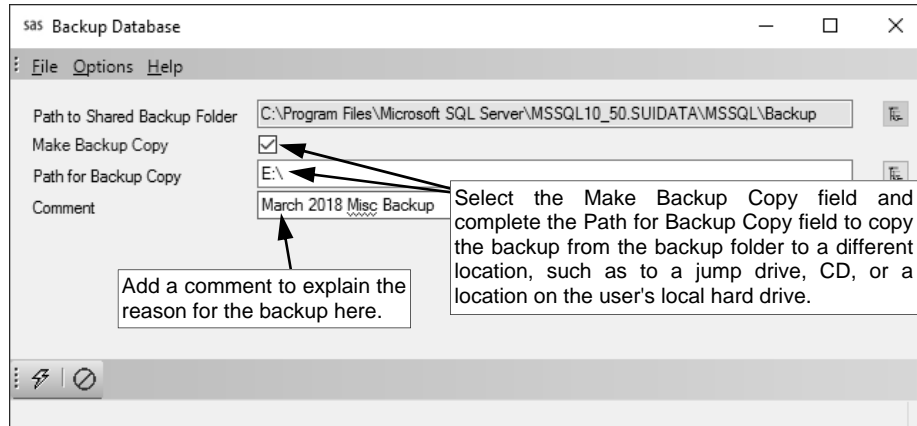

Diagram A

5. Enter a description to explain the reason for making the backup in the Comment field. The description can be up to **1,000** characters long. For example, if making a backup prior to updating a batch of checks in Accounts Payable, enter **Accounts Payable Checks Backup October 2011** in the Comments field. If applicable (such as when making a backup as part of completing an option or installing an update), leave this field <u>blank</u> to use a default description assigned by the system.

6. Click the **Execute** button to backup the database.

    Note: The name of the backup file will include the date and time the backup was made, using the following format: **XX_####_OrganizationName_yyyy-mm-dd_hhmmss**, with **XX** being the appropriate state abbreviation and **####** being the customer ID number for the organization. The backup file created in the backup folder will have a file extension of **.bak**, while the backup file copied to a different location will have a file extension of **.gz**.

7. Once the backup has been made, a message will appear in the status bar stating the backup was created successfully.

Printing Reports

<u>Printing a Report:</u>

1. From the applicable screen, select the **Reports** menu. See **Diagram A**.

    Tips:

    1) If accessing the **Reports** menu from the main screen for a module, select **Report Writer - Standard** if the report to print is a standard report; select **Report Writer - Custom** if the report to print is a custom report; select the Report Search option to search for a particular report within that module; select the appropriate group (for example, Employee Reports, Vendor Reports, etc.) as a short-cut to only view reports pertaining to a particular file or item; or select the "favorites" group for your user to view only the reports designated as a favorite for your User ID. (**<u>Note</u>:** The Report Writer - Custom option is only available if custom reports have been built for the particular module.)

    2) If printing a report *prior to* printing checks during an Accounts Payable or Payroll check cycle, select the **Check Cycle** menu and then **Pre-Check Reports**, or if printing a report *after* printing checks during a check cycle, select the **Check Cycle** menu and then **Post-Check Reports**.

    3) Within the various option or groups of reports, the custom reports are listed with an icon of a blue pencil.
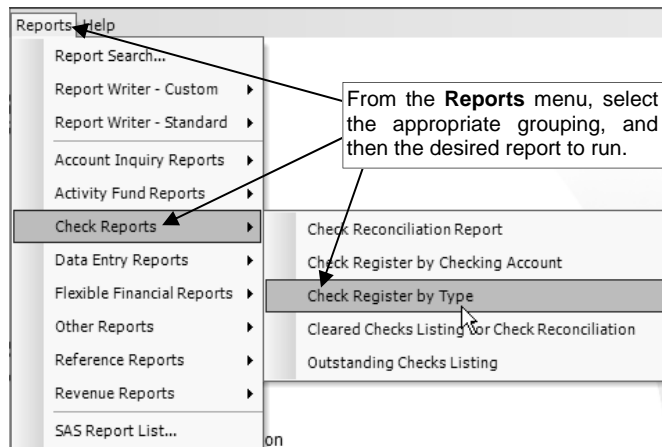

    From the **Reports** menu, select the appropriate grouping, and then the desired report to run.

    Diagram A

2. Select the desired report.
3. If printing mailing labels, when prompted, select the label setup for which to use by double-clicking on the desired format.
4. Complete the required report printing options, if applicable. See **Diagram B**.

    Tip: If the report printing options for the particular report have been previously saved by clicking the **Save Settings** button, click the **Retrieve Settings** button at this time to display the saved settings.

    a. If applicable, specify the desired type of the report to print in the Report Selection Description field. For example, when printing the Balance Sheet in General Ledger, select either **Monthly** or **Annual**, depending on which type of balance sheet to print. The default report selection will appear in the Report Selection Description field but can be changed by clicking the **down-arrow** button and selecting the correct one.

    b. If applicable, specify the variable values for each field listed in the Variable Fields section to determine what information to print on the report. When entering the value for a date, month, or year variable field, use the format of **mm/dd/yyyy** for a date, **mm/yyyy** for a month, or **yyyy** for a year, or click the **down-arrow** button to select the desired date, month, or year.

    c. If applicable, specify the ranges or select only certain records for each field listed in the Report Parameter section to determine what information to print on the report. To select the desired records to include on the report for the parameter fields, complete one of the following:

    - Click the **Search** button to select specific records. When using the **Search** button, only the records applicable for the other specified selections will appear (for example, if a particular pay group has been specified on a Payroll report, only the employees in the particular pay group will appear when clicking the **Search** button for the Employee ID parameter).

        <u>Note</u>: If the **Search** button is used to select specific records, the number of records selected will appear to the right of the button (or if the description of the selected records will fit in the space allotted for the display, the description of those selected records will display instead).

- Enter the desired starting record to include on the report in the From field and the ending record to include in the To field. If the parameter field is for a date or month, use the format of **mm/dd/yyyy** when entering a date or **mm/yyyy** for a month, or click the **down-arrow** button to select the desired date or month.

Click the appropriate button for the desired output of the report.

Report Parameters allow you to customize the report to only print necessary information on the report.

If desired, enter a sub title here, or click the **Copy Choices** button to automatically enter the parameter selections into the Sub Heading field (if the Auto Copy Report Choices field is <u>not</u> selected in the User Options option).

If applicable, select any optional field (and label) listed in the Optional Fields section to print the specified field on the report.

Diagram B

- Enter the records to include on the report using the wildcard characters (**%** or **_**) as placeholders in your variable search information for the parameters in the From field. Use the percent sign (**%**) as a placeholder for an unlimited number of characters and the underscore (**_**) as a placeholder for one character. For example, enter **G%** in the From field for a Vendor ID parameter to print all vendors defined with an ID starting with the letter G. **When entering a mask for account numbers using the wildcard characters, be sure to key spaces between the account dimensions.**
- Enter the particular range of records to include using a "z". To print a range, enter the beginning information of the first records to print in the range in the From field for the desired parameter; then in the To field for that parameter, enter the beginning information of the last records to print in the range followed by a "z" at the end of the string. For example, to print all vendors defined with an ID starting with letters A through H, enter **A** in the From field for a Vendor ID parameter and enter **Hz** in the To field. To see an example using the "z" to print a range of account numbers on a report, click here. **When entering a range for account numbers using a "z", be sure to key spaces between the account dimensions.**

Tip: If there are parameters selected by default (for example, a batch is selected by default), click the **Clear Parameters** button, if desired, to clear the defaults so that all records are selected for each item.

d. If desired, enter a description to use as a sub title for the report in the Sub Heading field. The sub heading can be up to **255** characters long. If the Auto Copy Report Choices field is selected within the User Options option, a default sub heading will appear but can be changed.

Tip: Click the **Copy Choices** button to automatically copy the selections made to the report, such as the specified Report Selection Description and selected parameters, into the Sub Heading field (only applicable if the Auto Copy Report Choices field is not selected within the User Options option).

e. Select the Print Negative Numbers in Red field to have the numeric values that are negative on the report appear in red on the preview screen and print in red (provided a color printer is utilized). A checkmark will appear in the box if the field is selected. The Print Negative Numbers in Red field will be selected by default if the Print Negative Numbers in Red field is selected within the User Options option or the User Security option for the specified user.

f. Select the Include Page Header/Footer field to print the information included in the Page Header and Page Footer sections on the report. A checkmark will appear in the box if the field is selected. This field will be selected by default. Typically, this field is only unselected if the report will be exported to a format in which the page header and page footer sections should be omitted, such as when exporting to a Microsoft® Excel spreadsheet file.

g. Only the following items can be changed for the Report Sorting section; otherwise, if other changes are made, the report will <u>not</u> print correctly.

- If the [[vprEmployeePersonnelReference].[NoCustomReferencedID] field appears as a Report Sorting field, click the **Search** button to select the desired referenced custom field on which to sort the information included on the report.

- If applicable, for each Report Sorting field listed, select the New Page After field to insert a page break after the specified item. For example, if printing the Deduction Register by Deduction report, select the New Page After field for the [vprDeductionsAndTaxes]. [DeductionID] report sorting field to have each deduction print on a separate page.

  Note: If the selected report was built with a defined page break for a particular item, the New Page After field will be selected by default for that item, but can be changed. Each time the report is printed, only the default page breaks will be selected.

- Only when printing the applicable reports, such as the Employee Detail Listing for Payroll or the Vendor Listing - Detail, select the Footer Visible field to remove the checkmark for any section to omit (<u>not</u> print). Be sure to leave the Header Visible field unselected.

h. If applicable, select the Displayed field for any optional field and the corresponding label field listed in the Optional Fields section to print the specified field on the report. A checkmark will appear in the box if the Displayed field is selected and the optional field will print on the report.

5. If desired, click the **Save Settings** button at this time to save the specified report printing options in order to run the report with these exact settings in the future by utilizing the **Retrieve Settings** button. If you do <u>not</u> click the **Save Settings** button at this time, the settings must be re-entered the next time the report is generated.

   Tip: A report can also be set as a favorite report (for the user) at this time by clicking the **Favorite Reports** button, or the report can be added to the user's report list accessed under the Reports menu on a module's main screen by clicking the **Report List** button.

6. Click the appropriate button for the desired output:

a. To preview the report on the screen, click the **To Screen** button.

b. To print the report directly to the printer, click the **To Printer** button.

c. To export the report to a file, click the **Export** button and then complete the Export Options as desired.

   Tip: A report previewed on the screen can also be exported to a file by clicking the **Export** button on the preview screen.

d. To email the report, click the **Email** button. Refer to the Emailing a Report topic in the Help File for requirements to email a report.

   Tip: A report previewed on the screen can also be emailed by clicking the **Email** button on the preview screen.

7. After the report is printed, click the **X** in the upper right-hand corner to close the reporting printing options screen, if applicable.

Set Screen Preferences

The Set Screen Preferences option allows a user to define settings for a specific screen, in order to have the fields (or tabs) on the screen display or function a certain way. The Set Screen Preferences are saved by user (except for the settings with custom fields, which are saved and applied to all users system wide). Depending on where the Set Screen Preferences option is accessed, the following functions may be available when setting the screen preferences: changing the order of the fields, columns, or screens; hiding particular fields, columns, or screens; and/or defining which fields to repeat information automatically from the previous entry without requiring an additional keystroke by the user. There are also a few additional miscellaneous features available within the Set Screen Preferences option for particular screens.

The Set Screen Preferences option is only available for certain screens within the School Accounting System. In the Payroll module, the options where the Set Screen Preferences option can be accessed, along with the functions available for the option, are listed below.

Option	Set Screen Preference Functions
Custom Fields	Change order
Deduction/Tax Adjustments	Repeat
Employee Absences	Repeat, miscellaneous features
Employees	Change screen order, hide screens
Pay Period Entries	Repeat, miscellaneous features
Time Cards	Repeat, miscellaneous feature

Note: If changes are made to the screen preferences, the default preference settings can be restored if desired. The option to restore the default settings is not available for custom fields.

Setting Screen Preferences for Custom Fields:
Note: The following instructions are for changing the screen preferences for custom fields. If the order of a custom field is changed, the changes will be reflected for all records in the particular file for all users.

1. From the Payroll screen, select the **Maintenance** menu and then **Custom Fields**.
2. Select the **Options** menu and then **Set Screen Preferences**.
3. To change the order of the custom fields, click once on the field to move and then click the **Top**, **Up**, **Down**, or **Bottom** button until the field is in the desired position. See **Diagram A**.
4. After setting the desired screen preferences, click the **Save** button.
5. The Set Screen Preferences screen will close and the new settings will take effect the next time the applicable screen(s) is refreshed.
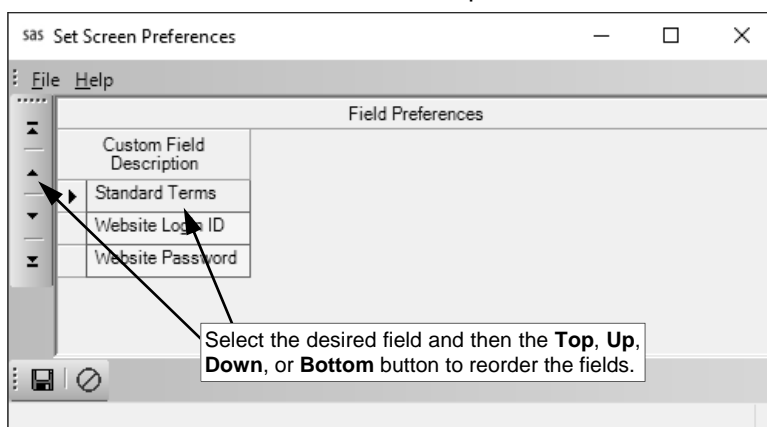

Select the desired field and then the **Top**, **Up**, **Down**, or **Bottom** button to reorder the fields.

Diagram A

Setting Screen Preferences for Data Entry Screens:
Note: The following instructions are for changing the screen preferences in Payroll for Deduction/Tax Adjustments, Employee Absences, Pay Period Entries, and Time Cards.

1. From within the specific entry screen, select the **Options** menu and then **Set Screen Preferences**.
2. To define a field so it will automatically repeat the information from the previous entry without requiring an additional keystroke by the user, select the Repeat field for the desired field. A checkmark will appear in the box if the option is selected.
   Note: The Repeat function does not work for fields that have other preset default values.
3. When setting the screen preferences for the Pay Period Entries option in Payroll, complete the additional fields as follows:

a. Select the Save Column Order of Batch Entries List field to save the order of the fields (columns) on the various tabs in the Batch Entries List on the Individual Entry screen. A checkmark will appear in the box if the field is selected.

b. Select the Use Primary Pay Code as Default field to have the Pay Code ID field default to an employee's primary pay code (as specified in the Employee File, if applicable), unless the field is set to repeat. A checkmark will appear in the box if the field is selected.

   Note: If this field is <u>not</u> selected, the Pay Code ID field will need to be completed for each entry (no default), unless the field is set to repeat.

4. When setting the screen preferences for the Employee Absences option in Payroll, complete the additional fields as follows:

   a. Select the Display All Employees on Subbed For Employee ID Ctrl+F Shortcut field to have all active employees display when the full search feature is accessed by using the **Ctrl+F** keys for the Subbed For Employee ID field. A checkmark will appear in the box if the field is selected.

      Note: If this field is <u>not</u> selected, only the employees with absence entries (from within all unposted batches of employee absences) will display when the full search feature is accessed by using the **Ctrl+F** keys for the Subbed For Employee ID field.

      Tip: No matter if this field is selected or not, the list of all active employees can be displayed by clicking the **down-arrow** button for the Subbed For Employee ID field, and the list of only the employees with absence entries (from within all unposted batches of employee absences) can be displayed by clicking the **Search** button for the Subbed For Employee ID field.

   b. Select the Save Column Order of Batch Entries List field to save the order of the fields (columns) on the various tabs in the Batch Entries List on the Individual Entry screen. A checkmark will appear in the box if the field is selected.

   c. Select the Use Primary Pay Code as Default field to have the Pay Code ID field default to an employee's primary pay code (as specified in the Employee File, if applicable), unless the field is set to repeat. A checkmark will appear in the box if the field is selected.

      Note: If this field is <u>not</u> selected, the Pay Code ID field will need to be completed for each entry (no default), unless the field is set to repeat.

5. When setting the screen preferences for the Time Cards option in Payroll, complete the additional field as follows:

   a. Enter the method for how the entry date will be specified for the entries in the Entry Method field, or click the **down-arrow** button to select the correct one. To enter the date based on the number of the day in the week from the specified week ending date (for example, if the week ending date is a Saturday, Saturday is considered Day 7, and so **1** is entered for Sunday, **2** for Monday, **3** for Tuesday, etc.), enter **Day of Week**. To enter the date as the actual date, enter **Date Worked**.

6. After setting the desired screen preferences, click the **Save** button.

7. The Set Screen Preferences screen will close and the new settings will take effect immediately.

Setting Screen Preferences for Employee File:
Note: The following instructions are for changing the screen preferences in the Employee File.

1. From the Payroll or Human Resources screen, select the **Maintenance** menu and then **Employees**.

   Note: If desired, to access the Employee File from Negotiations (if applicable), select the **Payroll** menu from the Negotiations screen and then **Employees**.

2. At the Employees screen, select the **Options** menu and then **Set Screen Preferences**.

3. The Set Screen Preferences screen will appear listing each of the screens (tabs) included in the Employee File.

   Note: If a user does <u>not</u> have rights to a particular screen in the Employee File (as set in the User Security option), the screen will <u>not</u> appear in the Tab Order List.

4. To change the order of the screens (tabs), highlight the screen to move and then click the **Top**, **Up**, **Down**, or **Bottom** button until the screen is in the desired position.

   Note: The Name and Address screen (tab) must always be the first screen and <u>cannot</u> be moved.

5. To make a screen (tab) <u>not</u> appear in the Employee File, select the Hide field for the desired screen. A checkmark will appear in the box if the field is selected.

   Note: If a screen is marked as Required, the Hide field <u>cannot</u> be selected as the screen must appear.

6. After setting the desired screen preferences, click the **Save** button.

7. The Set Screen Preferences screen will close and the new settings will take effect immediately.

DATA ENTRY

Pay Period Entries

The Pay Period Entries option in Payroll is used to make entries for all unit employees who are to be paid for the pay period and any contract employees who earned additional pay (or subtractions) for the pay period.

If there are pay period entries that need to be made on a regular basis (for example, each month or each payroll), they can be set up as recurring entries in the batch options.

Entering Pay Period Entries:
1. From the Payroll screen, select the **Data Entry** menu and then **Pay Period Entries**.
2. If a batch already exists, the Pay Period Entries Batch Search screen will appear. To continue adding pay period entries to an existing batch, select the desired batch by double-clicking on the batch description; otherwise, to enter a new batch, click the **New Record** button and then complete the batch options. If a batch does not exist, the batch options screen will appear immediately in order to create a new batch.

   Note: Below are the steps to complete the batch options screen for a new batch of pay period entries.

   a. Enter a unique description for the new batch in the Batch Description field. The description can be alphanumeric and up to **50** characters long. Leave the field blank to use a default description assigned by the system. See **Diagram A**.

      Note: If a unique description is not entered, the system will add a dash and four numbers starting with **0001** at the end (for example, *Batch Description-0001*) to make it distinctive.

   b. Enter the **4-digit** year of the ending fiscal year date for the wages to use when making the entries in the Fiscal Year End field. For example, if the current fiscal year is 2019-2020, enter **2020** in this field. Leave the field blank to default to the Current Fiscal Year End as specified in the Payroll System File.

   c. Enter the date to use as the default start date for the entries within the batch in the Start Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

      Note: If the date entered in this field is more than 60 days from the current date, or more than 60 days before the End Date, a warning icon will appear to the right of the field; verify the date entered is correct.

   d. Enter the date to use as the default end date for the entries within the batch in the End Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

      Note: If the date entered in this field is more than 60 days from the current date, or more than 60 days after the Start Date, a warning icon will appear to the right of the field; verify the date entered is correct.

In this field, enter the ending year of the desired fiscal year for the wages to use when making entries.

Select the Recurring Entries field to retain the batch of pay period entries. Use this feature if the batch of entries need to be processed on a regular basis (such as each month or quarter).

Diagram A

   e. If applicable, select the Recurring Entries field to retain the batch of entries after the batch is posted (updated with a Payroll check cycle). A checkmark will appear in the box if the field is selected. For example, select the field if the batch (entries) needs to be processed on a regular basis, such as each month or pay period.

   f. If applicable, select the Expense Payroll field if the batch will be included in a payroll calculation batch with Expense Payroll as the type at the end of the fiscal year. If the field is selected, when making entries in the batch, only pay codes which are set up on the Wages screen in the Employee File for the employees can be used (to avoid receiving an error message when calculating the payroll). Also, if the field is selected, the batch will be retained so that once the payroll calculation batch is updated, the entries will remain out there so they can be paid in July. A checkmark will appear in the box if the field is selected.

   g. Click the **Save** button.

3. The Pay Period Entries screen will appear for the selected pay period entries batch. The description for the selected batch will appear in the title bar.

4. On the Individual Entry screen (tab), click the **New Record** button to initialize the screen for a new entry.

   Note: For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry. If desired, set the screen preferences for the Pay Period Entries screen to define which fields to repeat information automatically from the previous entry without requiring an additional keystroke.

5. Enter the ID of the employee to pay in the Employee ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. See **Diagram B**.

Diagram B

6. Enter the ID of the pay code for which to pay (or deduct) the employee in the Pay Code ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature (the search screen lists the pay codes defined for the employee at the top of the list). If the Use Primary Pay Code as Default field is selected in the Set Screen Preferences option and the employee has a primary pay code specified in the Employee File, the ID of the primary pay code will appear as the default (unless the field is set to repeat within Set Screen Preferences), but can be changed.

   Note: Once the pay code is specified, the information for the unit or contract pay code displays under the Comments field for reference only, and if applicable, the balance for the leave (and main leave, if applicable) tied to the pay code displays in the lower left corner of the screen, along with the unit of tracking (as defined in the Leave File); if desired, click the **Go To** button to the right of the leave balance to open the Employee File and display the leave information for the specified employee. For organizations that have licensed the Web Link module, if leave requests are utilized and the employee has approved leave request entries that have not been processed, the total for the approved and unprocessed leave request entries for the leave (and main leave, if applicable) for the employee displays in the lower right corner of the screen.

7. If a contract pay code is specified in the Pay Code ID field, the Absence field is enabled. Select the Absence field if the entry is being made to deduct from the employee's wages (for example, if an employee needs to be docked one day of pay from the regular contract payment). A checkmark will appear in the box if the field is selected.

8. Enter the ID of the checking account from which to pay the employee in the Checking Account ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the

Ctrl+F keys to access the search feature. Leave this field <u>blank</u> to use the checking account entered for the specified pay code on the Wages screen of the Employee File for this employee; otherwise, if the pay code is <u>not</u> set up in the Employee File, leave this field <u>blank</u> to use the default checking account as entered on the Employment screen in the Employee File.

9. Enter the desired check sequence (**1** to **99**) in the Check Sequence field to stipulate whether to include the wages for this entry on only one check or separate checks if there are multiple entries for the employee. If there is more than one entry for the employee and separate checks should be printed during the check cycle for each entry, enter a different sequence number for each entry in the Check Sequence field. If there is more than one entry for the employee and only one check should be printed during the check cycle, enter the same sequence number in the Check Sequence field for all the entries. Leave this field <u>blank</u> to default to the check sequence defined for the specified pay code on the Wages screen of the Employee File for this employee, or else default to a check sequence of **1** if the pay code is <u>not</u> defined for the employee.

10. If the pay period entries batch will be included with the Expense Payroll, Pay Off Contracts, or Reversing GAAP (applicable for Iowa school districts who reverse GAAP expense only) payroll batch processed at the end of the fiscal year, enter the number of the date sequence (**1** to **99**) for which to include this entry in the Date Sequence field. Leave this field <u>blank</u> to default to a date sequence of **1** if calculating all other payroll types.

11. Enter the number of units (for example, hours, days, or miles) to pay (or deduct) the employee for the specified pay code in the Units field. The number can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable.

12. If desired, enter the number of hours the employee worked in the Hours field. The number can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable. If the pay code is set up to track the hours worked (the Hours Worked field is selected in the Pay Code File), the appropriate number will automatically display in this field, but can be changed if needed; the number displayed here will be the number in the Hours Per Unit field from the Pay Code File multiplied by the number entered in the Units field for the entry.

    Note: Tracking hours worked is required if the Affordable Care Act (ACA) Hours Tracking option within the School Accounting System will be completed. Also, tracking hours worked is required for inclusion on the applicable government reports for school districts in Missouri (for only employees with a retirement system and wage type of **R** for Retired Working Member or **X** for Non-Member), Nebraska, North Dakota (for teachers only), and Wyoming.

13. Enter the amount to pay (or deduct) per unit for the entry in the Pay Rate field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable. If applicable, the pay rate entered for the specified pay code on the Wages screen of the Employee File for this employee, or else the default rate defined for the pay code in the Pay Code File will appear, but can be changed, if needed.

    Note: For pay period entries using a contract pay code, if the Absence field is selected, the amount entered in the Pay Rate field and the Dollars field must be *negative* in order to deduct the absence from the regular contract payment.

14. If the Units field and Pay Rate field were completed, the system automatically calculates the amount to pay the employee for this entry and displays it in the Dollars field (can be changed, if needed); otherwise, enter the amount to pay the employee for this entry in the Dollars field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable.

    Note: For pay period entries using a contract pay code, if the Absence field is selected, the amount entered in the Pay Rate field and the Dollars field must be *negative* in order to deduct the absence from the regular contract payment.

15. Enter the starting and ending date for the entry in the Start Date and End Date fields. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the fields <u>blank</u> to default to the Start Date and End Date entered in the batch options, or if a Start Date was manually keyed for the entry, leave the End Date field <u>blank</u> to default to the date entered in the Start Date field.

    Note: If the date entered is more than 60 days from the current date, or more than 60 days from the Start or End Date, a warning icon will appear to the right of the field; verify the date entered is correct.

16. If desired, enter a description for the entry in the Comments field. The description can be up to **1,000** characters long. Typically, the Comments field is only completed when making an entry to record an employee's absence (to explain the reason for the employee's absence).

   Note: If applicable, to use the comment entered for the pay code for the employee on the Wages screen in the Employee File, enter an **E** in this field.

17. In the Expense Accounts List, enter the expenditure account number(s) to be debited for the salaries from this entry for the employee. To enter an account number, in the blank line (indicated with an asterisk) at the bottom of the Expense Accounts List, enter the account number in the Chart of Account Number field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. Then click **Enter Percents** to designate what percent of the total rate is to be expensed to the specified account number; when entering the first account number, **100** will default in as the percent but can be changed as needed. To specify a fixed dollar amount of the total rate to be expensed to the specified account number, click **Enter Dollars** and then key the amount; the system will then calculate the percentage automatically. If applicable, the account number(s) entered for the specified pay code on the Wages screen of the Employee File for this employee, or else the default account number(s) defined for the pay code in the Pay Code File will appear, but can be changed, if needed.

   Note: To copy an expense account number from another pay code defined for this employee, click the **Search Employee Expense** button located at the bottom of the Expense Accounts List and then select the desired pay code.

18. In the Cross References List, select the taxes and deductions that apply to the entry for this employee. If the wages paid with the entry are to be included in the taxable gross for a particular tax, the tax must be selected. If the deduction is to be expensed against the entry, the deduction must be selected. If applicable, the cross references defined for the specified pay code on the Wages screen of the Employee File for this employee, or else the cross references defined for the pay code in the Pay Code File will be selected, but can be changed. To select a tax or deduction, click once on the box for the Selected column to the right of the ID and description. A checkmark will appear in the box if the deduction or tax is selected.

   Note: If the wages for this entry should be taxed at the supplemental rate (only applicable for FIT and SIT), click the box for Supplemental Rate that appears to the right of the tax ID and description in the Cross References List.

19. **For Illinois school districts only,** complete the Illinois EIS List with the employee's position information for the pay code entry for use with the Illinois Employment Information System option; refer to the Tip at the bottom of the Illinois Employment Information System Setup Procedures topic in the Help File. The Illinois EIS List will only appear below the Expense Accounts List if the Hide Fields in Pay Period Entries field is <u>not</u> selected within the Illinois Employment Information System option.

20. Click the **Save** button.

   Note: If the entry was for a leave (for example, sick leave) and the employee already has an entry saved and/or posted for that particular leave with the specified start date, a message will appear prompting to save the entry; click **Yes** to save the entry or click **No** to <u>not</u> save the entry in order to make changes. Also, if the entry was for a leave that has a negative balance (or the main leave has a negative balance, if applicable) and the Warn if Negative Balance field is selected in the Leave File for the leave, a message will appear prompting to save the entry; click **Yes** to save the entry with the negative balance or click **No** to <u>not</u> save the entry in order to make changes.

   Tip: To view all entries within the pay period entries batch without employee subtotals, click the **Display All (No Totals)** button located above the Batch Entries List; to view all entries within the pay period entries batch with subtotals by employee, click the **Display All (With Totals)** button; or to view entries for only one employee with subtotals, specify the desired employee by clicking on an existing entry or enter the ID in the Employee ID field and then click the **Employee Only** button.

21. Once all the pay period entries have been entered, print a listing to verify the information.

   Tip: If desired, the pay period entries can also be viewed and edited directly in the Batch Entries List (grid) by clicking the **Grid Entry** tab and then making the desired changes to the fields (columns) of information. Typically, the Grid Entry screen (tab) is only used to make changes for existing entries such as when working with recurring pay period entries batches, imported pay period entries, or after keying the pay period entries with the Individual Entry method, because the account numbers and cross references do <u>not</u> appear on the Batch Entries List on the Grid Entry screen (tab). See **Diagram C**.

Pay Period Entries - November 2017 Pay Period Entries

File   Options   Leave Requests   Reports   Pin To   Help

Click the Grid Entry tab to enter, view, or edit a pay period entry using the grid entry screen.

Individual Entry   Grid Entry

Employee Name: Julia Anderson

Pay Code Description: Regular Rate

Batch Entries

Employee ID	Employee Last Name	Employee First Name	Pay Code ID	Absence	Checking Account ID	Check Sequence	Date Sequence	Units	Hours	Pay Rate	Dollars	S
ANDEJUL	Anderson	Julia	REG	☐	2	1	1	95.00	95.00	9.50	902.50	11/
BAXTJAC	Baxter	Jackie	REG	☐	2	1	1	90.00	90.00	7.25	652.50	11/
SAMPBEC	Sampson	Becky	OT	☐	1	1	1	5.50	5.50	14.63	80.47	11/
SAMPBEC	Sampson	Becky	SEC	☐	1	1	1	108.00	108.00	9.75	1,053.00	11/
				☑								

Total Units: 95.00

To enter a new pay period entry, complete the fields of information in the next available blank line; however, keep in mind, the account numbers and cross references do not appear on this screen and can only be viewed (entered) on the Individual Entry screen.

Diagram C

Correcting a Pay Period Entry:
1. From the Payroll screen, select the **Data Entry** menu and then **Pay Period Entries**.
2. The Batch Search screen will appear.
3. Select the batch which contains the pay period entry to correct by double-clicking on the desired batch description.
4. The Pay Period Entries screen will appear for the selected pay period entries batch. The description for the selected batch will appear in the title bar.
5. On the Individual Entry screen (tab), double-click the pay period entry to edit from the entries that appear in the Batch Entries List, or click the **Find** button to select the correct one.
6. Make the desired changes to the pay period entry.
7. After all the changes have been made, click the **Save** button.

   Tip: If desired, the pay period entries can also be edited directly in the Batch Entries List (grid) by clicking the **Grid Entry** tab and then making the desired changes to the fields (columns) of information. Typically, the Grid Entry screen (tab) is only used to make changes for existing entries such as when working with recurring pay period entries batches, imported pay period entries, or after keying the pay period entries with the Individual Entry method, because the account numbers and cross references do not appear on the Batch Entries List on the Grid Entry screen (tab).

8. If applicable, recalculate the payroll.

Deleting a Pay Period Entry:
1. From the Payroll screen, select the **Data Entry** menu and then **Pay Period Entries**.
2. The Batch Search screen will appear.
3. Select the batch which contains the pay period entry to delete by double-clicking on the desired batch description.
4. The Pay Period Entries screen will appear for the selected pay period entries batch. The description for the selected batch will appear in the title bar.
5. On the Individual Entry screen (tab), double-click the pay period entry to delete from the entries that appear in the Batch Entries List, or click the **Find** button to select the correct one.
6. Once the pay period entry to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

   Tip: If desired, pay period entries can also be deleted directly in the Batch Entries List (grid) by clicking the **Grid Entry** tab and then clicking the **Delete** button located to the left of the desired line to delete (when prompted to delete, click **Yes**).

7. If applicable, recalculate the payroll.

Employee Absences

The Employee Absences option in Payroll is used to record the dates when employees were absent and who worked in the employee's place. With the Employee Absences option, the entries made for an employee reduce the specified number of units from the employee's leave, pay the employee who was absent (applicable for unit employees only), and pay the substitute employee in the pay period in which the employee absences batch is included.

Entering Employee Absences:
1. From the Payroll screen, select the **Data Entry** menu and then **Employee Absences**.
2. If a batch already exists, the Employee Absence Batch Search screen will appear. To continue adding employee absences to an existing batch, select the desired batch by double-clicking on the batch description; otherwise, to enter a new batch, click the **New Record** button and then complete the batch options. If a batch does not exist, the batch options screen will appear immediately in order to create a new batch.

    Tip: If absence entries will be processed in a different Payroll check cycle than the entries to pay the substitutes who filled in for the employees who were absent, create two batches of employee absences, with the first batch containing only the absence entries and the second batch containing only the substitute entries.

    Note: Below are the steps to complete the batch options screen for a new batch of pay period entries or employee absences.

    a. Enter a unique description for the new batch in the Batch Description field. The description can be alphanumeric and up to **50** characters long. Leave the field blank to use a default description assigned by the system. See **Diagram A**.

       Note: If a unique description is not entered, the system will add a dash and four numbers starting with **0001** at the end (for example, *Batch Description-0001*) to make it distinctive.

    b. Enter the **4-digit** year of the ending fiscal year date for the wages to use when making the entries in the Fiscal Year End field. For example, if the current fiscal year is 2019-2020, enter **2020** in this field. Leave the field blank to default to the Current Fiscal Year End as specified in the Payroll System File.
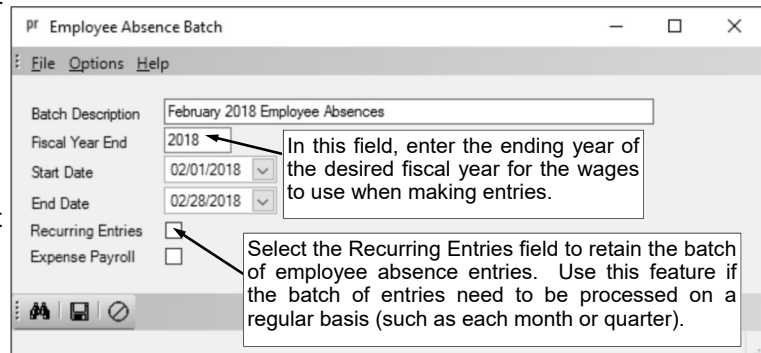

Diagram A

    c. Enter the date to use as the default start date for the entries within the batch in the Start Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

       Note: If the date entered in this field is more than 60 days from the current date, or more than 60 days before the End Date, a warning icon will appear to the right of the field; verify the date entered is correct.

    d. Enter the date to use as the default end date for the entries within the batch in the End Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

       Note: If the date entered in this field is more than 60 days from the current date, or more than 60 days after the Start Date, a warning icon will appear to the right of the field; verify the date entered is correct.

    e. If applicable, select the Recurring Entries field to retain the batch of entries after the batch is posted (updated with a Payroll check cycle). A checkmark will appear in the box if the field is selected. For example, select the field if the batch (entries) needs to be processed on a regular basis, such as each month or pay period.

    f. If applicable, select the Expense Payroll field if the batch will be included in a payroll calculation batch with Expense Payroll as the type at the end of the fiscal year. If the field is selected, when making entries in the batch, only pay codes which are set up on the Wages screen in the

Employee File for the employees can be used (to avoid receiving an error message when calculating the payroll). A checkmark will appear in the box if the field is selected.

    g.   Click the **Save** button.

3. The Employee Absences screen will appear for the selected employee absences batch. The description for the selected batch will appear in the title bar.

4. On the Individual Entry screen (tab), click the **New Record** button to initialize the screen for a new entry.

   Note: For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry. If desired, set the screen preferences for the Employee Absences screen to define which fields to repeat information automatically from the previous entry without requiring an additional keystroke.

5. Enter the ID of the employee for which to record the absence (and pay, if applicable) in the Employee ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. See **Diagram B**.

Diagram B

6. Enter the ID of the pay code for which to pay the employee for the absence (if applicable) and deduct from the designated leave in the Pay Code ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature (the search screen lists the pay codes defined for the employee at the top of the list). If the Use Primary Pay Code as Default field is selected in the Set Screen Preferences option and the employee has a primary pay code specified in the Employee File, the ID of the primary pay code will appear as the default (unless the field is set to repeat within Set Screen Preferences), but can be changed.

   Note: Once the pay code is specified, the information for the unit or contract pay code displays under the Comments field for reference only, and if applicable, the balance for the leave (and main leave, if applicable) tied to the pay code displays the lower left corner of the screen, along with the unit of tracking (as defined in the Leave File); if desired, click the **Go To** button to the right of the leave balance to open the Employee File and display the leave information for the specified employee. For organizations that have licensed the Web Link module, if leave requests are utilized and the employee has approved leave request entries that have not been processed, the total for the approved and unprocessed leave request entries for the leave (and main leave, if applicable) for the employee displays in the lower right corner of the screen.

7. If a contract pay code is specified in the Pay Code ID field, the Absence field is enabled. Select the Absence field if the entry is being made to deduct from the employee's wages (for example, if an employee needs to be docked one day of pay from the regular contract payment). A checkmark will appear in the box if the field is selected. The Absence field will be selected by default.

8. Enter the ID of the checking account from which to pay the employee in the Checking Account ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. Leave this field <u>blank</u> to use the checking account entered for the specified pay code on the Wages screen of the Employee File for this employee; otherwise, if the pay code is <u>not</u> set up in the Employee File, leave this field <u>blank</u> to use the default checking account as entered on the Employment screen in the Employee File.

9. Enter the number of the check sequence (**1** to **99**) for which check the entry is to be included in the Check Sequence field. For example, if the employee will receive two checks during the Payroll check cycle and the entry should be included on the first check, enter **1** in this field. Leave this field <u>blank</u> to default to the check sequence defined for the specified pay code on the Wages screen of the Employee File for this employee, or else default to a check sequence of **1** if the pay code is <u>not</u> defined for the employee.

10. If the employee absences batch will be included with the Expense Payroll, Pay Off Contracts, or Reversing GAAP (applicable for Iowa school districts who reverse GAAP expense only) payroll batch processed at the end of the fiscal year, enter the number of the date sequence (**1** to **99**) for which to include this entry in the Date Sequence field. Leave this field <u>blank</u> to default to a date sequence of **1** if calculating all other payroll types.

11. Enter the number of units (for example, hours or days) to pay the employee for the absence (if applicable) and deduct from the desginated leave in the Units field. The number can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable.

12. If desired, enter the number of hours the employee worked (or did <u>not</u> work) in the Hours field. The number can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable. If the pay code is set up to track the hours worked (the Hours Worked field is selected in the Pay Code File), the appropriate number will automatically display in this field, but can be changed if needed; the number displayed here will be the number in the Hours Per Unit field from the Pay Code File multiplied by the number entered in the Units field for the entry.

    Note: Tracking hours worked is required if the Affordable Care Act (ACA) Hours Tracking option within the School Accounting System will be completed. Also, tracking hours worked is required for inclusion on the applicable government reports for school districts in Missouri (for only employees with a retirement system and wage type of **R** for Retired Working Member or **X** for Non-Member), Nebraska, North Dakota (for teachers only), and Wyoming.

13. If applicable, enter the amount to pay (or deduct) per unit for the entry in the Pay Rate field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable. If applicable, the pay rate (or the rate for the absence per day) entered for the specified pay code on the Wages screen of the Employee File for this employee, or else the default rate defined for the pay code in the Pay Code File will appear, but can be changed, if needed.

    Note: For employee absence entries using a contract pay code, if the Absence field is selected, the amount entered in the Pay Rate field and the Dollars field must be *negative* in order to deduct the absence from the regular contract payment.

14. If the Units field and Pay Rate field were completed, the system automatically calculates the amount to pay the employee for this entry and displays it in the Dollars field (can be changed, if needed); otherwise, enter the amount to pay the employee for this entry in the Dollars field, if applicable. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable.

    Note: For employee absence entries using a contract pay code, if the Absence field is selected, the amount entered in the Pay Rate field and the Dollars field must be *negative* in order to deduct the absence from the regular contract payment.

15. If the pay code entered in the Pay Code ID field is <u>not</u> tied to a leave in the Pay Code File, the Subbed For Employee ID field is enabled. If desired, enter the ID of the absent employee for whom this employee worked (replaced) in the Subbed For Employee ID field. If the ID is not known, click the **Search** button to select the correct absence record (from within all unposted batches of employee absences), click the **down-arrow** button to select an employee from a list of all active employees, or press the **Ctrl+F** keys to access the search feature (will display all active employees

or only the employees with absence entries as defined within the Set Screen Preferences option). If applicable, the employee ID specified in the last absence entry (within the batch) will appear, but can be changed.

16. If the Subbed For Employee ID field is completed with an employee who has an unposted absence entry (in this or another unposted employee absence batch), the Tie to Absence Entry field is enabled. To tie the current entry to an absence record (so the substitute entry is tied to an absence entry), select the Tie to Absence Entry field. A checkmark will appear in the box if the field is selected. The field will be selected by default if the specified employee (in the Subbed For Employee ID field) only has one unposted absence entry, or a specific absence record was selected.

    Tip: In order to track the complete history for all the employee absence entries and generate reports showing the employees and who subbed for them, the substitute entries must be tied to absence records.

17. Enter the starting date of the employee's absence or the substitute's entry in the Start Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the Start Date entered in the batch options. If making an entry for a substitute and the Tie to Absence Entry field is selected, the date entered for the employee who was absent (from the specified entry) will be the default but can be changed.

    Note: If the date entered in this field is more than 60 days from the current date, or more than 60 days before the End Date, a warning icon will appear to the right of the field; verify the date entered is correct.

18. Enter the ending date of the employee's absence or the substitute's entry in the End Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the End Date entered in the batch options, or if a Start Date was manually keyed for the entry, leave the End Date field blank to default to the date entered in the Start Date field. If making an entry for a substitute and the Tie to Absence Entry field is selected, the date entered for the employee who was absent (from the specified entry) will be the default but can be changed.

    Note: If the date entered in this field is more than 60 days from the current date, or more than 60 days after the Start Date, a warning icon will appear to the right of the field; verify the date entered is correct.

19. If desired, enter a description to explain the reason for the employee's absence in the Comments field. The description can be up to **1,000** characters long.

    Note: If applicable, to use the comment entered for the pay code for the employee on the Wages screen in the Employee File, enter an **E** in this field.

20. In the Expense Accounts List, enter the expenditure account number(s) to be debited for the salaries from this entry for the employee, if applicable. To enter an account number, in the blank line (indicated with an asterisk) at the bottom of the Expense Accounts List, enter the account number in the Chart of Account Number field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. Then click **Enter Percents** to designate what percent of the total rate is to be expensed to the specified account number; when entering the first account number, **100** will default in as the percent but can be changed as needed. To specify a fixed dollar amount of the total rate to be expensed to the specified account number, click **Enter Dollars** and then key the amount; the system will then calculate the percentage automatically. If applicable, the account number(s) entered for the specified pay code on the Wages screen of the Employee File for this employee, or else the default account number(s) defined for the pay code in the Pay Code File will appear, but can be changed, if needed.

    Note: To copy an expense account number from another pay code defined for this employee, click the **Search Employee Expense** button located at the bottom of the Expense Accounts List and then select the desired pay code. When making an entry to pay a substitute and the entry for the employee specified in the Subbed For Employee ID field included an account number (for example, if the entry was an absence from a contract), click the **Copy Subbed For Expense** button to use the expense account from the entry for the employee who was absent. When making an entry to pay a substitute and the previous entry did not include an account number (for example, was not an absence from a contract), click the **Search Subbed For Expense** button to use an expense account from one of the pay codes defined for the employee who was absent.

21. In the Cross References List, select the taxes and deductions that apply to the entry for this employee. If the wages paid with the entry are to be included in the taxable gross for a particular tax, the tax must be selected. If the deduction is to be expensed against the entry, the deduction must be selected. If applicable, the cross references defined for the specified pay code on the Wages screen of the Employee File for this employee, or else the cross references defined for the pay code in the Pay Code File will be selected, but can be changed. To select a tax or deduction, click once on the box for the Selected column to the right of the ID and description. A checkmark will appear in the box if the deduction or tax is selected.

    Note: If the wages for this entry should be taxed at the supplemental rate (only applicable for FIT and SIT), click the box for Supplemental Rate that appears to the right of the tax ID and description in the Cross References List.

22. **For Illinois school districts only,** complete the Illinois EIS List with the employee's position information for the pay code entry for use with the Illinois Employment Information System option; refer to the Tip at the bottom of the Illinois Employment Information System Setup Procedures topic in the Help File. The Illinois EIS List will only appear below the Expense Accounts List if the Hide Fields in Pay Period Entries field is <u>not</u> selected within the Illinois Employment Information System option.

23. Click the **Save** button.

    Note: If the entry was for a leave (for example, sick leave) and the employee already has an entry saved and/or posted for that particular leave with the specified start date, a message will appear prompting to save the entry; click **Yes** to save the entry or click **No** to <u>not</u> save the entry in order to make changes. Also, if the entry was for a leave that has a negative balance (or the main leave has a negative balance, if applicable) and the Warn if Negative Balance field is selected in the Leave File for the leave, a message will appear prompting to save the entry; click **Yes** to save the entry with the negative balance or click **No** to <u>not</u> save the entry in order to make changes.

    Tip: To view all entries within the batch without employee subtotals, click the **Display All (No Totals)** button located above the Batch Entries List. To view all entries within the batch with subtotals by employee, click the **Display All (With Totals)** button. To view entries for only one employee with subtotals, specify the desired employee by clicking on an existing entry or enter the ID in the Employee ID field and then click the **Employee Only** button. To view the entries for only one employee and the entries for who subbed for them along with subtotals, specify the desired employee by clicking on an existing entry or enter the ID in the Employee ID field and then click the **Employee and Substitute** button.

24. Once all the pay period entries have been entered, print a listing to verify the information.

    Note: The subbed for information for substitute entries that were <u>not</u> tied to an employee absence entry (the Tie to Absence Entry field was unselected) will only be included (printed) on the Substitutes Listing and Pay Period Entries Listing-Detail reports, while the subbed for information for substitute entries tied to absence entries will be included (printed) on the Absence Listing by Absent Date, Absences Listing by Employee with Substitutes, Pay Period Entries Listing-Detail, and Substitutes Listing reports.

    Tip: If desired, the employee absence entries can also be viewed and edited directly in the Batch Entries List (grid) by clicking the **Grid Entry** tab and then making the desired changes to the fields (columns) of information. Typically, the Grid Entry screen (tab) is only used to make changes for existing entries such as when working with recurring employee absences batches, imported employee absences, or after keying the employee absences with the Individual Entry method, because the account numbers, cross references, and ability to tie a substitute's entry to an employee's absence entry do <u>not</u> appear on the Batch Entries List on the Grid Entry screen (tab). See **Diagram C**.

Diagram C

Correcting an Employee Absence Entry:
1. From the Payroll screen, select the **Data Entry** menu and then **Employee Absences**.
2. The Batch Search screen will appear.
3. Select the batch which contains the employee absence entry to correct by double-clicking on the desired batch description.
4. The Employee Absences screen will appear for the selected employee absences batch. The description for the selected batch will appear in the title bar.
5. On the Individual Entry screen (tab), double-click the employee absence entry to edit from the entries that appear in the Batch Entries List, or click the **Find** button to select the correct one.
6. Make the desired changes to the employee absence entry.
7. After all the changes have been made, click the **Save** button.

   Tip: If desired, the employee absences can also be edited directly in the Batch Entries List (grid) by clicking the **Grid Entry** tab and then making the desired changes to the fields (columns) of information. Typically, the Grid Entry screen (tab) is only used to make changes for existing entries such as when working with recurring employee absences batches, imported employee absences, or after keying the employee absences with the Individual Entry method, because the account numbers and cross references do <u>not</u> appear on the Batch Entries List on the Grid Entry screen (tab).
8. If applicable, recalculate the payroll.

Deleting an Employee Absence Entry:
1. From the Payroll screen, select the **Data Entry** menu and then **Employee Absences**.
2. The Batch Search screen will appear.
3. Select the batch which contains the employee absence entry to delete by double-clicking on the desired batch description.
4. The Employee Absences screen will appear for the selected employee absences batch. The description for the selected batch will appear in the title bar.
5. On the Individual Entry screen (tab), double-click the pay period entry to delete from the entries that appear in the Batch Entries List, or click the **Find** button to select the correct one.
6. Once the employee absence entry to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

   Tip: If desired, employee absences can also be deleted directly in the Batch Entries List (grid) by clicking the **Grid Entry** tab and then clicking the **Delete** button located to the left of the desired line to delete (when prompted to delete, click **Yes**).
7. If applicable, recalculate the payroll.

Time Cards

The Time Cards option in Payroll is used to make entries for unit employees who punch in and out on a time clock and are to be paid for the pay period. With the Time Cards option, the time the employees punched in and out are entered on the system, and then the total number of hours worked, including any overtime hours if specified to do so, are automatically calculated, using the appropriate time card basis as defined for the employee's pay group for the specified pay code. When the time cards are posted, the entries are posted to a selected pay period entries batch.

If an electronic time clock is used, the time cards can be imported directly into a batch of time cards and then printed and posted.

Note: If using the Time Cards option, the time card basis must first be tied to the necessary pay groups. The pay groups can then be tied to an employee's specific pay code in the Employee File. Also, pay codes used for overtime rates must be tied to the regular rate pay codes in the Pay Code File to have the system calculate the overtime hours using a different pay code (rate).

Entering Time Cards:
1. From the Payroll screen, select the **Data Entry** menu and then **Time Cards**.
2. If a batch already exists, the Time Card Batch Search screen will appear. To continue adding time cards to an existing batch, select the desired batch by double-clicking on the batch description; otherwise, to enter a new batch, click the **New Record** button and then complete the batch options. If a batch does <u>not</u> exist, the batch options screen will appear immediately in order to create a new batch.

   Note: Below are the steps to complete the batch options screen for a new batch of time cards.

   a. Enter a unique description for the new batch in the Batch Description field. The description can be alphanumeric and up to **50** characters long. Leave the field <u>blank</u> to use a default description assigned by the system. See **Diagram A**.

      Note: If a unique description is not entered, the system will add a dash and four numbers starting with **0001** at the end (for example, ***Batch Description-0001***) to make it distinctive.

   b. Enter the **4-digit** year of the ending fiscal year date for the wages to use when making the entries in the Fiscal Year End field. For example, if the current fiscal year is 2019-2020, enter **2020** in this field. Leave the field <u>blank</u> to default to the Current Fiscal Year End as specified in the Payroll System File.

   c. If desired, enter the date for the last day of the work week to use as the default for the entries within the batch in the Week Ending Date to Display field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. If the field is completed, when making entries within the batch, the entries from other batches with the same week ending dates (if applicable) will

In this field, enter the ending year of the desired fiscal year for the wages to use when making entries.

For accurate results when calculating overtime after 40 hours for the entire week, always use the same day of the week as the week ending date for all batches. If the week ending date is always the same, the system will then track the hours that may occur during two different pay periods to calculate overtime after the 40 hours for the entire week, if applicable.

Diagram A

   appear. Leave the field <u>blank</u> to enter a week ending date for each entry within the batch (no default week ending date will be used and entries from other batches will not display).

   Note: For accurate results when calculating overtime after 40 hours for the entire week, always use the same day of the week as the week ending date for all batches (for example, always use a Saturday). If the week ending date is always the same, the system will then track the hours that may occur during two different pay periods (for example, if one pay period ends on Wednesday and the next begins on Thursday) to calculate overtime after the 40 hours for the entire week, if applicable.

   d. If applicable, select the Prorate Overtime field to calculate the overtime proportionately to the hours worked at the various pay codes if entering times worked for an employee with two or more pay codes. For example, if an employee had 30 hours at pay code **001** and 10 hours at

pay code **002** and also had 10 hours of overtime, select the Prorate Overtime field to calculate 7.5 hours of overtime against the overtime pay code tied to the **001** pay code and 2.5 hours against the overtime pay code tied to the **002** pay code. A checkmark will appear in the box if the field is selected.

Note: If the Prorate Overtime field is selected for a batch already containing time card entries, the existing entries will be updated to have the overtime prorated.

   e. Click the **Save** button.

3. The Time Cards screen will appear for the selected time cards batch. The description for the selected batch will appear in the title bar.

4. On the Individual Entry screen (tab), click the **New Record** button to initialize the screen for a new entry.

Note: For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry. If desired, set the screen preferences for the Time Cards screen to define which fields to repeat information automatically from the previous entry without requiring an additional keystroke.

5. Enter the ID of the employee for which the time card entries are being made in the Employee ID field. If the ID is not known, click the **down-arrow** button to select the correct one. See **Diagram B**.

6. Enter the date for the last day of the work week for the entry in the Week Ending field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. If applicable, the date entered in the Week Ending Date to Display field in the batch options appears here, but can be changed.

Note: For accurate results when calculating overtime after forty hours for the entire week, always use the same day of the week as the week ending date for all entries (for example, always use a Saturday). If the week ending date is always the same, the system will then track the hours that may occur during two different pay periods (for example, if one pay period ends on Wednesday and the next begins on Thursday) to calculate overtime after the forty hours for the entire week, if applicable.

Diagram B

7. Enter the ID of the pay code for which to pay the employee for the hours worked for this entry in the Pay Code ID field. If the ID is not known, click the **down-arrow** button to select the correct one. If the employee has a primary pay code specified in the Employee File, the ID of the primary pay code will appear as the default (unless the field is set to repeat within Set Screen Preferences option), but can be changed.

Tip: If the pay code for an entry is not set up on the Wages screen in the Employee File for the particular employee and the pay code does not have a default rate specified in the Pay Code File, a warning icon will appear to the right of the field; be sure to set up the pay code properly *before* posting the batch of time cards.

Note: If applicable, once the pay code is specified, the balance for the leave (and main leave, if applicable) tied to the pay code displays in the lower left corner of the screen, along with the unit of tracking (as defined in the Leave File); if desired, click the **Go To** button to the right of the leave balance to open the Employee File and display the leave information for the specified employee. For organizations that have licensed the Web Link module, if leave requests are utilized and the employee has approved leave request entries that have not been processed, the total for the approved and unprocessed leave request entries for the leave (and main leave, if applicable) for the employee displays in the lower right corner of the screen.

8. Select the Subject to Overtime field if the hours worked for this entry are subject to overtime and count towards the total required before the employee is paid at an overtime rate (as based on the method of 40 hours per week or 8 hours per day as specified in the Overtime Calculation field in the Payroll System File). A checkmark will appear in the box if the field is selected. If the Overtime Pay Code ID field in the Pay Code File is completed for the pay code specified for this entry, the Subject to Overtime field is selected by default.

    Note: Overtime is calculated by using the pay code entered in the Overtime Pay Code ID field in the Pay Code File for the regular rate pay code, if applicable, or else if the Overtime Pay Code ID field is blank, overtime is calculated at one and one-half times the regular rate.

9. Depending on the option selected in the Entry Method field in the Set Screen Preferences option, complete either the Day of Week field or the Date Worked field, and then the other field will automatically be updated to reflect the correct information.

    a. If **Day of Week** is specified in the Entry Method field in the Set Screen Preferences option, the Day of Week field is enabled. If applicable, enter the appropriate number for the day of the week for this entry in the Day of Week field, or click the **down-arrow** button to select the correct day. The number for the day corresponds to the day of the week based on the specified week ending date; for example, if the week ending date is a Saturday, Saturday is considered Day 7, and so enter **1** for Sunday, **2** for Monday, **3** for Tuesday, and **4** for Wednesday, etc.

        Note: Press the **+** key (plus sign) to increment the day by one or press the **-** key (minus sign) to decrement the day by one.

    b. If **Date Worked** is specified in the Entry Method field in the Set Screen Preferences option, the Date Worked field is enabled. If applicable, enter the date for this entry in the Date Worked field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the correct date. The date must be within one week prior to the specified week ending date.

10. Enter the time the employee punched in, as shown on the employee's time card or time sheet, in the Time In field. Use the **hh:mm AMPM** format (or **hh:mm** if military time is used).

    Note: The colon (or decimal point, if using decimal time) does not have to be entered between the hour and the minutes; for example, enter 8 o'clock as **800** or **0800**. Also, the AM or PM does not have to be entered; if using regular time (not military time), the hours specified in the AM Range field in the Payroll System File will default to AM while the other hours will default to PM. After advancing from the field, the time will be formatted to regular or military time as specified in the Time Display field in the Payroll System File; for example, if **Regular** is selected in the Time Display field and **1400** (or **14:00**) is entered, the system will convert it to **2:00 PM**.

11. Enter the time the employee punched out, as shown on the employee's time card or time sheet, in the Time Out field. Use the **hh:mm AMPM** format (or **hh:mm** if military time is used).

    Note: The colon (or decimal point, if using decimal time) does not have to be entered between the hour and the minutes; for example, enter 8 o'clock as **800** or **0800**. Also, the AM or PM does not have to be entered; if using regular time (not military time), the system will default to use AM or PM based on the nearest one within a 12-hour period from the specified Time In. After advancing from the field, the time will be formatted to regular or military time as specified in the Time Display field in the Payroll System File; for example, if **Regular** is selected in the Time Display field and **1400** (or **14:00**) is entered, the system will convert it to **2:00 PM**.

12. If applicable, enter the number of actual minutes to subtract from the hours worked for this entry in the Break Minutes to Subtract field. For example, if the employee worked from 7 a.m. to 3 p.m. and did not punch in and out for a one-hour lunch break, enter **60** in this field. The number can be up to **3** digits and cannot contain decimals. Leave this field blank if the employee did punch in and out for breaks and multiple entries will be made for each day of the week (for example, if the employee did punch in and out for lunch in the above example, enter 7:00 AM to 11:30 AM as one entry and 12:30 PM to 3:00 PM as the second entry for the that day, leaving the Break Minutes to Subtract field blank on both entries).

13. The system will automatically calculate the number of hours the employee worked for this entry and display the total in the Hours field.

    Note: The hours worked for the employee, including any overtime hours if specified to do so, are calculated using the appropriate time card basis as defined for the employee's pay group for the specified pay code. The available time card basis options are: **Actual Basis** (calculates the exact number of hours an employee worked (rounded to **2** decimal places); **Decimal Basis** (calculates the hours worked to the nearest one-hundredth of an hour (the minutes are converted to hundreths of an hour, such as 10:30 a.m. is 10:50)); and **Rounded Basis** (calculates the hours worked by rounding 7 minutes after or before to the nearest quarter of an hour (for example, starting work at 8:54 a.m. is rounded to 9:00 a.m.)).

14. If the entry includes any hours worked at the overtime rate, the number of hours for overtime for this entry will appear in the Overtime Hours field, and <u>cannot</u> be changed.

15. To use a different expense account number than the one(s) designated for the employee for the specified pay code from the Employee File (or the default expense account from the Pay Code File), enter the desired expense account number to use for this entry in the Import/Override Expense Account field; otherwise, leave this field <u>blank</u>. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

    Note: The amount calculated for any overtime against this entry (pay code) will also be expensed to the account number entered in this field (instead of using the expense account from the pay code for overtime tied to this pay code, if applicable).

16. Click the **Save** button to save this entry and input another entry for the *same* employee, or click the **Save and Clear** button to save this entry and input an entry for a *different* employee.

    Note: The Total Hours and Overtime Hours for the specified employee are displayed at the bottom of the screen. If applicable, the totals include the hours from entries for the employee in other unposted and posted batches of time cards with the same week ending date (as shown in the Batch Entries List with gray font), only if the Week Ending Date to Display field is completed in the batch options.

    Tip: If desired, time cards can also be entered directly into the Batch Entries List (grid) by clicking the **Grid Entry** tab and then completing all the fields of information in the blank line (indicated with an asterisk) at the bottom of the Batch Entries List. See **Diagram C**.

17. Once all the time card entries have been entered, print a listing and post the time card batch.

Diagram C

Correcting a Time Card Entry *Before* Posting:

1. From the Payroll screen, select the **Data Entry** menu and then **Time Cards**.

2. The Batch Search screen will appear.

3. Select the batch which contains the time card to correct by double-clicking on the desired batch description.

4. The Time Cards screen will appear for the selected time cards batch. The description for the selected batch will appear in the title bar.

5. On the Individual Entry screen (tab), double-click the time card entry to edit from the entries that appear in the Batch Entries List, or click the **Find** button to select the correct one.

    Note: If the Week Ending Date to Display field is completed in the batch options, the entries in the other unposted and posted batches of time cards with the same week ending date, if applicable, appear in the Batch Entries List in gray font and <u>cannot</u> be selected or changed.

6. Make the desired changes to the time card entry.
7. After all the changes have been made, click the **Save** button.

   Tip: If desired, time cards can also be edited directly in the Batch Entries List (grid) by clicking the **Grid Entry** tab and then making the desired changes to the fields (columns) of information.

Correcting a Time Card Entry *After* Posting:
Once a time card entry has been posted, it <u>cannot</u> be changed; however, the time card entries posted to the pay period entries batch can be edited if that batch is unposted. If the entire pay period entries batch containing the posted time cards is deleted, then the time cards batch becomes unposted and changes can then be made to the time card entries within the unposted time cards batch.

Deleting a Time Card Entry *Before* Posting:
1. From the Payroll screen, select the **Data Entry** menu and then **Time Cards**.
2. The Batch Search screen will appear.
3. Select the batch which contains the time card to delete by double-clicking on the desired batch description.
4. The Time Cards screen will appear for the selected time cards batch. The description for the selected batch will appear in the title bar.
5. On the Individual Entry screen (tab), double-click the time card entry to delete from the entries that appear in the Batch Entries List, or click the **Find** button to select the correct one.
6. Once the time card entry to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

   Tip: If desired, time cards can also be deleted directly in the Batch Entries List (grid) by clicking the **Grid Entry** tab and then clicking the **Delete** button located to the left of the desired line to delete (when prompted to delete, click **Yes**).

Deleting a Time Card Entry *After* Posting:
Once a time card entry has been posted, it <u>cannot</u> be changed or deleted; however, the time card entries posted to the pay period entries batch can be edited or deleted if that batch is unposted. If the entire pay period entries batch containing the posted time cards is deleted, then the time cards batch becomes unposted and changes or deletions can then be made to the time card entries within the unposted time cards batch.

Posting Entries:
1. After all the items have been entered in the batch, select the **Options** menu (from within the desired batch) and then **Post Entries**.
2. A message will appear stating to select a pay period entries batch for which to post the time cards; click **OK** and then double-click the desired pay period entries batch description. Then when prompted to continue posting the entries, click **Yes**.

   Note: If the pay code for a time card entry is <u>not</u> set up on the Wages screen in the Employee File for the particular employee and the pay code does <u>not</u> have a default rate and/or default expense account specified in the Pay Code File, a screen will appear showing all entries without a pay rate and/or expense account; after reviewing the list of entries, click the **X** in the upper-right corner to close the screen. When prompted again to continue posting the entries, click **Yes** to post the batch including any entries without a rate or expense account, or click **No** to cancel and <u>not</u> post so that the pay code can be set up properly *before* posting the batch of time cards.
3. A prompt will appear stating the batch has been posted; click **OK**.

Deduction/Tax Adjustments

The Deduction/Tax Adjustments option in Payroll is used to make a one-time adjustment to an employee's deduction or tax for the specific pay period in which the batch is included. The adjustment to the deduction or tax for an employee can be an amount that is added to the regular amount specified in the Employee File or an amount that will override the regular amount.

If there are deduction/tax adjustment entries that need to be made each month, they can be set up as recurring entries in the batch options.

Entering Deduction/Tax Adjustments:
1. From the Payroll screen, select the **Data Entry** menu and then **Deduction/Tax Adjustments**.
2. If a batch already exists, the Deduction/Tax Adjustments Batch Search screen will appear. To continue adding deduction/tax adjustments to an existing batch, select the desired batch by double-clicking on the batch description; otherwise, to enter a new batch, click the **New Record** button and then complete the batch options. If a batch does <u>not</u> exist, the batch options screen will appear immediately in order to create a new batch.

   Note: Below are the steps to complete the batch options screen for a new batch of deduction/tax adjustments.

   a. Enter a unique description for the new batch in the Batch Description field. The description can be alphanumeric and up to **50** characters long. Leave the field blank to use a default description assigned by the system. See **Diagram A**.

   Note: If a unique description is not entered, the system will add a dash and four numbers starting with **0001** at the end (for example, *Batch Description-0001*) to make it distinctive.
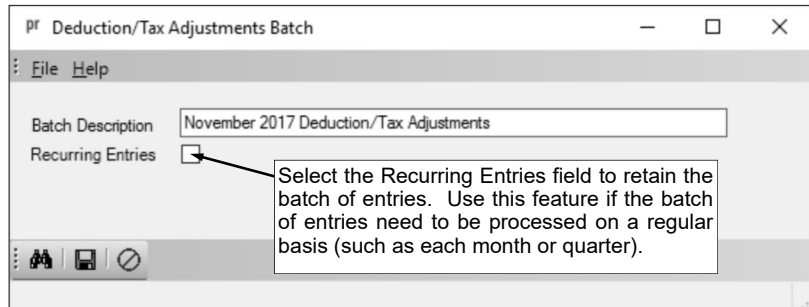

Diagram A window showing:
Deduction/Tax Adjustments Batch
File   Help
Batch Description: November 2017 Deduction/Tax Adjustments
Recurring Entries: ☐
Select the Recurring Entries field to retain the batch of entries. Use this feature if the batch of entries need to be processed on a regular basis (such as each month or quarter).

Diagram A

   b. If applicable, select the Recurring Entries field to retain the batch of entries after the batch is posted (updated with a Payroll check cycle). A checkmark will appear in the box if the field is selected. For example, select the field if the batch (entries) needs to be processed on a regular basis, such as each month or quarter.

   c. Click the **Save** button.
3. The Deduction/Tax Adjustments screen will appear for the selected deduction/tax adjustments batch. The description for the selected batch will appear in the title bar.
4. Click the **New Record** button to initialize the screen for a new entry.

   Note: For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry. If desired, set the screen preferences for the Deduction/Tax Adjustments screen to define which fields to repeat information automatically from the previous entry without requiring an additional keystroke.
5. Enter the ID of the employee for which the deduction/tax adjustment is being made in the Employee ID field. If the ID is not known, click the **down-arrow** button to select the correct one.

   Note: If the employee will <u>not</u> receive a check during the next payroll calculation in which this batch of deduction/tax adjustments is included, a pay code must be selected as the primary pay code on the Wages screen of the Employee File for that employee, or an OVERRIDEGL pay code must be set up for the employee with the appropriate expense account number(s) and cross referenced to the applicable deduction.
6. Enter the ID of the deduction to adjust for the employee in the Deduction ID field, or leave this field <u>blank</u> if a tax will be adjusted. If the ID is not known, click the **down-arrow** button to select the correct one. See **Diagram B**.

7. If applicable, enter the ID of the tax to adjust for the employee in the Tax ID field, or leave this field blank if deduction will be adjusted. If the ID is not known, click the **down-arrow** button to select the correct one.

8. Enter the ID of the checking account from which to pay the employee (and include the deduction/tax adjustment) in the Checking Account ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the

In this example, the employer is being refunded $50.

The system only allows positive numbers to be entered into the Amount fields. Use the Action field to determine the adjustment's effect on the Employee, Employer, and Gross fields.

Once the entries are entered and saved, they appear here.

Diagram B

Ctrl+F keys to access the search feature. Leave this field blank to use the default checking account for this employee as entered on the Employment screen in the Employee File.

Note: Only one deduction/tax adjustment entry can be entered into a batch for the specified employee and deduction or tax for the same checking account, check sequence, and/or date sequence.

9. Enter the number of the check sequence (**1** to **99**) for which check the adjustment is to be included in the Check Sequence field. For example, if the employee will receive two checks during the Payroll check cycle and the adjustment should affect the first check, enter **1** in this field. Leave this field blank to default to a check sequence of **1**.

Note: Only one deduction/tax adjustment entry can be entered into a batch for the specified employee and deduction or tax for the same checking account, check sequence, and/or date sequence.

10. If the deduction/tax adjustments batch will be included with the Expense Payroll, Pay Off Contracts, or Reversing GAAP (applicable for Iowa school districts who reverse GAAP expense only) payroll batch processed at the end of the fiscal year, enter the number of the date sequence (**1** to **99**) for which to include this entry in the Date Sequence field. Leave this field blank to default to a date sequence of **1** if calculating all other payroll types.

Note: Only one deduction/tax adjustment entry can be entered into a batch for the specified employee and deduction or tax for the same checking account, check sequence, and/or date sequence.

11. If desired, enter a description explaining the reason for the deduction/tax adjustment for the employee in the Comments field. The description can be up to **30** characters long.

12. Complete the Adjustment Amounts section.

   a. If all or part of the deduction or tax is paid by the employee, the Employee Amount and Action fields are enabled. To adjust the employee's share of the specified deduction or tax, enter the amount for the adjustment in the Employee Amount field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system. Then enter the appropriate action (**Decrease Amount or Gross**, **Increase Amount or Gross**, **No Action**, **Refund of Override Amount or Gross**, or **Replace with Override Amount or Gross**) for the adjustment to the employee's share in the Employee Action field, or click the **down-arrow** button to select the correct one. To subtract the adjustment amount from the employee's regular amount calculated for the deduction or tax, enter **Decrease Amount or Gross**. To add the adjustment amount to the employee's regular amount calculated for the deduction or tax, enter **Increase Amount or Gross**. To not adjust the

employee's share for the deduction or tax, enter **No Action**. To refund the adjustment amount for the deduction or tax to the employee (and disregard the employee's regular amount calculated for the deduction or tax, if applicable), enter **Refund of Override Amount or Gross**. To use the adjustment amount for the employee's share of the deduction or tax (and disregard the employee's regular amount calculated for the deduction or tax, if applicable), enter **Replace with Override Amount or Gross**. The default of **No Action** will appear, but can be changed.

b. If all or part of the deduction or tax is paid by the employer, the Employer Amount and Action fields are enabled. To adjust the employer's share of the specified deduction or tax, enter the amount for the adjustment in the Employer Amount field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system. Then enter the appropriate action (**Decrease Amount or Gross**, **Increase Amount or Gross**, **No Action**, **Refund of Override Amount or Gross**, or **Replace with Override Amount or Gross**) for the adjustment to the employer's share in the Employer Action field, or click the **down-arrow** button to select the correct one. To subtract the adjustment amount from the employer's regular amount calculated for the deduction or tax, enter **Decrease Amount or Gross**. To add the adjustment amount to the employer's regular amount calculated for the deduction or tax, enter **Increase Amount or Gross**. To <u>not</u> adjust the employer's share for the deduction or tax, enter **No Action**. To refund the adjustment amount for the deduction or tax to the employer (and disregard the employer's regular amount calculated for the deduction or tax, if applicable), enter **Refund of Override Amount or Gross**. To use the adjustment amount for the employer's share of the deduction or tax (and disregard the employer's regular amount calculated for the deduction or tax, if applicable), enter **Replace with Override Amount or Gross**. The default of **No Action** will appear, but can be changed.

c. To adjust the gross for the specified deduction or tax, enter the amount for the adjustment in the Gross Amount field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system. Then enter the appropriate action (**Decrease Amount or Gross**, **Increase Amount or Gross**, **No Action**, **Refund of Override Amount or Gross**, or **Replace with Override Amount or Gross**) for the adjustment to the gross in the Gross Action field, or click the **down-arrow** button to select the correct one. To subtract the adjustment amount from the regular gross amount calculated for the deduction or tax, enter **Decrease Amount or Gross**. To add the adjustment amount to the regular gross amount calculated for the deduction or tax, enter **Increase Amount or Gross**. To <u>not</u> adjust the gross for the deduction or tax, enter **No Action**. To refund the adjustment amount for the gross for the deduction or tax (and disregard the regular gross amount calculated for the deduction or tax, if applicable), enter **Refund of Override Amount or Gross**. To use the adjustment amount for the gross for the deduction or tax (and disregard the regular gross amount calculated for the deduction or tax, if applicable), enter **Replace with Override Amount or Gross**. The default of **No Action** will appear, but can be changed.

13. Click the **Save** button.

14. Once all the deduction/tax adjustments have been entered, print a listing to verify the information.

Correcting a Deduction/Tax Adjustment Entry:
1. From the Payroll screen, select the **Data Entry** menu and then **Deduction/Tax Adjustments**.

2. The Batch Search screen will appear.

3. Select the batch which contains the deduction/tax adjustment to correct by double-clicking on the desired batch description.

    Note: If a payroll batch has already been calculated for the deduction/tax adjustments batch, a message will appear stating that the payroll batch may need to be recalculated if changes are made; click **OK**, and if needed, recalculate payroll after making the changes.

4. The Deduction/Tax Adjustments screen will appear for the selected deduction/tax adjustments batch. The description for the selected batch will appear in the title bar.

5. Double-click the deduction/tax adjustment entry to edit from the entries that appear in the Batch Entries List, or click the **Find** button to select the correct one.

6. Make the desired changes to the deduction/tax adjustment entry.

7. After all the changes have been made, click the **Save** button.

<u>Deleting a Deduction/Tax Adjustment Entry</u>:

1. From the Payroll screen, select the **Data Entry** menu and then **Deduction/Tax Adjustments**.

2. The Batch Search screen will appear.

3. Select the batch which contains the deduction/tax adjustment to delete by double-clicking on the desired batch description.

   Note: If a payroll batch has already been calculated for the deduction/tax adjustments batch, a message will appear stating that the payroll batch may need to be recalculated if changes are made; click **OK**, and if needed, recalculate payroll after making the changes.

4. The Deduction/Tax Adjustments screen will appear for the selected deduction/tax adjustments batch. The description for the selected batch will appear in the title bar.

5. Double-click the deduction/tax adjustment entry to delete from the entries that appear in the Batch Entries List, or click the **Find** button to select the correct one.

6. Once the deduction/tax adjustment entry to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

CHECK CYCLE

Calculate Payroll

The Calculate Payroll option in Payroll is used to generate earnings calculations in order to print checks for employees (and payees). With the Calculate Payroll option, the system calculates the contracts for employees within the specified pay groups and the entries for employees within the selected batches for pay period entries, employee absences, and deduction/tax adjustments to determine the gross wages for each employee. The system then subtracts the amounts paid by the employee for taxes and deductions to determine the net wages for each employee, and expenses the amounts for taxes and deductions paid by the employer. After the payroll calculation is complete, the system displays a screen listing the number of employees calculated and any errors found. If any errors are found during the payroll calculation, the errors must be corrected and the batch (or individual employees with the errors) recalculated before continuing.

Calculating Payroll:
1. From the Payroll screen, select the **Check Cycle** menu and then **Calculate Payroll**.
2. If a batch already exists, the Calculate Payroll Batch Search screen will appear. To recalculate an existing payroll batch, select the desired batch by double-clicking on the batch description; otherwise, to calculate a new batch, click the **New Record** button and then complete the batch options. If a batch does <u>not</u> exist, the Calculate Payroll screen will appear immediately in order to create a new batch.
3. On the Regular Options screen (tab), enter the appropriate type of calculation to complete (**Regular**, **Extra**, **Expense Payroll**, **Pay Off Contracts**, **Purchase Order**, or **Reversing GAAP**) in the Payroll Type field, or click the **down-arrow** button to select the correct one. To pay one unit for all contract employees within the specified pay groups and all entries in the selected batches for pay period entries, employee absences, and deduction/tax adjustments, enter **Regular**. To only pay those employees in the selected batches for pay period entries, employee absences, and deduction/tax adjustments, enter **Extra**. To expense the remaining contract balances for the employees within the specified pay groups and the entries in the selected batches at the end of the fiscal year, enter **Expense Payroll**. To pay the remaining contract balances for the employees within the specified pay groups (in separate checks or combined in one check) and the entries in the selected batches at the end of the fiscal year, enter **Pay Off Contracts**. To create a payroll purchase order for the remaining contract balances for the employees within the specified pay groups and the entries in the selected batches, enter **Purchase Order**; refer to the Payroll Purchase Order Setup and Calculation Checklist for step-by-step instructions on creating payroll purchase orders. **For Iowa school districts who reverse GAAP expense,** enter **Reversing GAAP** to reverse GAAP expense the remaining contract balances for the employees within the specified pay groups and the entries in the selected batches at the end of the fiscal year, if applicable; if the payroll calculation batch is reverse GAAP expensed, the totals do **not** post to the accounts, but are reflected on the C.A.R. Leave the field <u>blank</u> to default to **Regular**. See **Diagram A**.

   Note: The Reversing GAAP payroll type is only available for those Iowa school districts who have specified they reverse GAAP expense at the end of the fiscal year (the Reversing GAAP field is selected in the System File).
4. Enter a unique description for the new batch in the Batch Description field. The description can be alphanumeric and up to **50** characters long. Leave the field <u>blank</u> to use a default description assigned by the system.

   Note: If a unique description is <u>not</u> entered, the system will add a dash and four numbers starting with **0001** at the end (for example, *Batch Description-0001*) to make it distinctive.
5. In the Processing Month field, enter the fiscal period for which to post the entries within the batch to the applicable modules; for example, enter the month for which to post the entries to General Ledger, if applicable. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field <u>blank</u> to default to the current month (as based on the computer date).

   Note: If the month entered in this field is more than two months different from the current month, a warning icon will appear to the right of the field; verify the month entered is correct. If the specified processing month is in the next fiscal year, the Start New Fiscal Year option will need to be completed for the appropriate funds if it has <u>not</u> already been done.
6. Enter the date to print on the checks in the Check Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field <u>blank</u> to default to the current date.

Diagram A

Note: If the date entered in this field is more than two weeks different from the current date, or more than two months different from the current date, a warning icon will appear to the right of the field; verify the date entered is correct. If the date entered in this field is more than six months different from the current date, or a Quarterly 941 has been electronically submitted for the applicable quarter, the system will not allow the date to be saved and an error icon will appear to the right of the field; verify the date entered is correct, and if needed, contact Customer Support for assistance.

Tip: The date that is entered in this field is used to determine which contracts are included (based on the Start Date of the contract) and which deductions and direct deposit items are included (based on the Start and/or End Date of the deduction or direct deposit item).

7. If **Regular**, **Extra**, or **Pay Off Contracts** is specified as the Payroll Type, the Last Worked Date field is enabled. Enter the last date of the pay period in the Last Worked Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current date.

8. Enter the appropriate pay period (frequency) for which deductions to include in the calculation in the Week Number for Deductions field, or click the **down-arrow** button to select the correct one. For example, to include only those deductions defined with amounts for Every Pay Period, enter **Every Pay Period**; or to include those deductions defined with amounts for Every Pay Period and those with amounts for a specific week (used if there are multiple payrolls in one month and deductions are only withheld and expensed on a specific week), enter the appropriate week number, such as **Week 1**, **Week 2**, etc. Leave the field blank to default to **Every Pay Period**.

9. If **Regular**, **Extra**, or **Pay Off Contracts** is specified as the Payroll Type, the Days This Pay Period field is enabled. If applicable, enter the number of days included in this pay period in the Days This Pay Period field. The number can be up to **2** digits long (**no** decimals). When calculating a payroll, the number entered in this field is multiplied by the number entered in the Hours Per Day field on the Wages screen for the applicable pay codes to reflect the total number of hours worked in the pay period for the employee (for all pay codes).

Note: Tracking hours worked is required if the Affordable Care Act (ACA) Hours Tracking option within the School Accounting System will be completed. Also, tracking hours worked is required for inclusion on the applicable government reports for school districts in Missouri (for only employees with a retirement system and wage type of **R** for Retired Working Member or **X** for Non-Member), Nebraska, North Dakota (for teachers only), and Wyoming.

10. If **Expense Payroll**, **Pay Off Contracts**, **Purchase Order**, or **Reversing GAAP** is specified as the Payroll Type, the Fiscal Year End field is enabled. Enter the **4-digit** year of the ending fiscal year date for which contracts to include in the calculation in the Fiscal Year End field. Leave the field

<u>blank</u> to default to the current fiscal year (as specified in the Current Fiscal Year End field in the Payroll System File).

11. If **Expense Payroll**, **Pay Off Contracts**, or **Reversing GAAP** is specified as the Payroll Type, the Override General Ledger Entry Date field is enabled. If desired, enter the date to use as the posting date for the entries in the Override General Ledger Entry Date field; otherwise, leave the field <u>blank</u> to use the date entered in the Check Date field as the posting date. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

12. If **Regular**, **Extra**, or **Pay Off Contracts** is specified as the Payroll Type, the Write Payee Checks field is enabled. If desired, to print checks for the payees during the check cycle, select the Write Payee Checks field. A checkmark will appear in the box if this field is selected. The Write Payee Checks field will be selected by default.

   Note: If this field is unselected, the direct deposit stubs to payees for deductions with **Individual Bank Account Deduction** as the Deduction Type (for example, health savings accounts) will still be issued (need to be printed).

13. If **Regular**, **Extra**, or **Pay Off Contracts** is specified as the Payroll Type, the Override - No Direct Deposit field is enabled. If desired, to <u>not</u> make payments through direct deposit for applicable employees and payees in the specified batch and instead print checks for those employees and payees, select the Override - No Direct Deposit field. A checkmark will appear in the box if this field is selected.

   Note: If this field is selected, the deductions with **Individual Bank Account Deduction** as the Deduction Type (for example, health savings accounts) will still be processed as normal with direct deposit payments.

14. If **Regular**, **Extra**, or **Pay Off Contracts** is specified as the Payroll Type, the Test Payroll (No Checks) field is enabled. If desired, to calculate the payroll batch in order to only generate and print the reports (will **not** be able to print checks or update), select the Test Payroll (No Checks) field. A checkmark will appear in the box if the field is selected.

15. In the Pay Groups to Include List, complete the following:

   a. Select the pay groups for which employees' contracts to include in the payroll calculation, and which payee checks to print, if applicable. To select a pay group, click the box for the Selected column to the left of the desired pay group ID. A checkmark will appear in the box if the pay group is selected. To select all of the pay groups, click the **Select All** button located above the Pay Groups to Include List.

      Note: If an employee within a selected pay group earns leave per pay period (has the Units Per Pay Period field on the Leaves screen in the Employee File completed for a leave), the leave will be accrued only if **Regular** or **Pay Off Contracts** is specified as the Payroll Type, and post to the balance using the Check Date for the payroll calculation batch (uses the Check Date of the first date sequence if a Pay Off Contracts type).

   b. If applicable, select the Exclude Contract Hours From ACA Tracking field (column) for a pay group to <u>not</u> have the hours worked tracked for contract pay codes for employees for the Affordable Care Act (ACA) Hours Tracking option (will still be tracked for inclusion on the other applicable government reports, such as retirement and unemployment reports). A checkmark will appear in the box if the field is selected. Typically, the Exclude Contract Hours From ACA Tracking field is selected for a pay group only during the summer months when contract employees who are defined with a service break (on the ACA Hours screen in the Employee File) are getting paid for their time while on break; for example, if the contract employees in a certain pay group who are defined with a service break did <u>not</u> work any hours in June, July, and August, select the field for the appropriate pay group when completing a payroll calculation to pay the June, July, and August wages. The Exclude Contract Hours From ACA Tracking field is only applicable for the Payroll Types of Regular, Extra, or Pay Off Contracts, as hours worked are <u>not</u> tracked in payroll calculations with Payroll Types of Expense Payroll, Purchase Order, or Reversing GAAP.

16. In the Pay Period Batches to Include List, select the desired batches of pay period entries, employee absences, and deduction/tax adjustments to include in the payroll calculation. To select a batch, click the box for the Selected column to the left of the desired batch description. A checkmark will appear in the box if the batch is selected. To select all of the batches, click the **Select All** button located above the Pay Period Batches to Include List.

   Note: If **Purchase Order** is specified as the Payroll Type, the Number of Times to Include Batch field on the Pay Period Batches to Include List is enabled; enter the number of times (up to **2** digits; <u>no</u> decimals) to calculate the batch as part of the payroll purchase order in the Number of Times to Include Batch field.

17. If necessary, complete the Advanced Options.
18. Click the **Save** button.
19. Click the **Execute** button.
20. When prompted, click **Yes** to continue calculating.
21. After the calculation is complete, a message will appear; click **OK** to view the Payroll Messages listing the number of employees calculated and any errors that were found.

   Note: If any errors are found during the payroll calculation, the errors must be corrected and the batch (or individual employees with the errors) recalculated before continuing.

Completing Advanced Options for Calculating Payroll:
Note: If there are special requirements for calculating the payroll batch, complete the Advanced Options screen.

1. From the Payroll screen, select the **Check Cycle** menu and then **Calculate Payroll**.

   Note: If the Calculate Payroll screen is already open, skip to Step 4.

2. The Calculate Payroll Batch Search screen will appear.
3. Select the batch for which to complete the advanced options by double-clicking on the desired batch description.
4. At the Calculate Payroll screen, click the **Advanced Options** tab. See **Diagram B**.
5. Complete the Miscellaneous Options section:
   a. If desired, select the Additional Tax on All Checks field to have the specified additional dollars or percents withheld for the Federal and State Income Taxes on all checks for all payroll types. A checkmark will appear in the box if the field is selected.
   b. If desired, select the Combine Employee Checks field to print only one check for each employee in the payroll batch. A checkmark will appear in the box if the field is selected. Typically, this field is only used when calculating a payroll to pay off contracts at the end of the fiscal year.
   c. If desired, select the Combine Payee Checks field to print only one check for each payee in the payroll batch. A checkmark will appear in the box if the field is selected. Typically, this field is only used when calculating a payroll to pay off contracts at the end of the fiscal year.
   d. If applicable, enter the ID of the checking account to use for the entire payroll batch in the Override Checking Account ID field. For example, if you ran out of checks for the regular checking account and want to print checks using a different checking account, enter the ID of the other checking account in this field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. Leave this field <u>blank</u> to use the specified checking account entered in the Employee File for the employees.
6. If applicable, complete the Employee Calculate Options section to calculate only particular employees or recalculate certain employees in the payroll batch.
   a. Enter the appropriate action (**Calculate Only These** or **Recalculate These**) in the Calculation Option field, or click the **down-arrow** button to select the correct one. To only include the
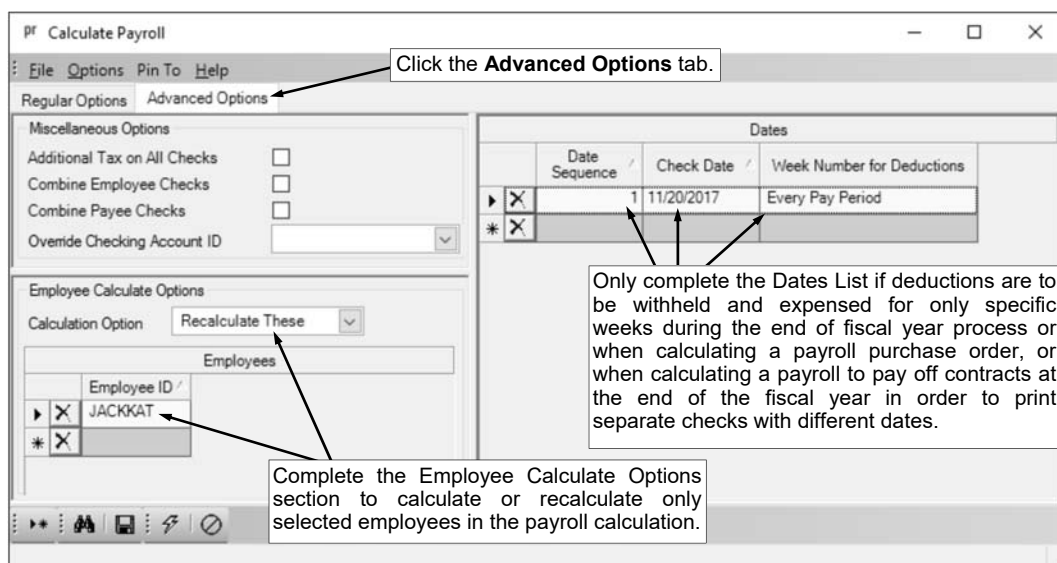

Diagram B

specified employees in the payroll calculation, enter **Calculate Only These**. To recalculate the specified employees for the payroll calculation, enter **Recalculate These**.

b. In the blank line (indicated with an asterisk) at the bottom of the Employees List, enter the ID of the employee to recalculate or only calculate for the payroll batch in the Employee ID field (column). If the ID is not known, click the **down-arrow** button to select the correct one. Repeat this step until all the employees are entered that need to be calculated or recalculated.

Note: To remove an employee from the Employees List, click the **Delete** button to the left of the desired employee.

7. If deductions are to be withheld and expensed for only specific weeks during the end of fiscal year process or when calculating a payroll purchase order, complete the Dates List. Also complete the Dates List when calculating a payroll to pay off contracts at the end of the fiscal year in order to print separate checks with different dates. To add an entry, complete the following in the blank line (indicated with an asterisk) at the bottom of the Dates List:

a. Enter the number of the date sequence for the entry in the Date Sequence field (for example, enter **1** as the Date Sequence for the first entry, **2** for the second entry, **3** for the third entry, etc.).

b. Enter the date of the next pay period (payroll calculation) for the specified Date Sequence in the Check Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

Note: If the date entered in the Check Date field is more than two months different from the current date, a warning icon will appear to the right of the field; verify the date entered is correct. If the date entered in this field is more than six months different from the current date, or a Quarterly 941 has been electronically submitted for the applicable quarter, the system will not allow the date to be saved and an error icon will appear to the right of the field; verify the date entered is correct, and if needed, contact Customer Support for assistance.

c. Enter the appropriate pay period (frequency) for which deductions to include in the calculation for the specified Date Sequence in the Week Number for Deductions field, or click the **down-arrow** button to select the correct one. For example, to include those deductions defined with amounts for Every Pay Period, enter **Every Pay Period**; or to include those deductions defined with amounts for a specific week (used if there are multiple payrolls in one month and deductions are only withheld and expensed on a specific week), enter the appropriate week number, such as **Week 1**, **Week 2**, etc. Leave the field blank to default to **Every Pay Period**.

Note: To remove an entry from the Dates List, click the **Delete** button to the left of the desired entry.

8. Click the **Save** button.

9. Click the **Execute** button.

10. When prompted, click **Yes** to continue calculating.

11. After the calculation is complete, a message will appear; click **OK** to view the Payroll Messages listing the number of employees calculated and any errors that were found.

Note: If any errors are found during the payroll calculation, the errors must be corrected and the batch (or individual employees with the errors) recalculated before continuing.

Checks

The Checks option is used to print the checks for a Payroll check cycle. When printing the checks, the default check format for each applicable checking account as defined in the Check Setup - Employees or Check Setup - Payees option will be used.

Printing Payroll Checks:
Note: Complete the Calculate Payroll option before printing checks.

1. From the Payroll screen, select the **Check Cycle** menu and then **Checks**.
2. The Check Cycle Batch Search screen will appear.
3. Select the desired batch for which to print checks by double-clicking on the batch description.
4. At the Checks screen, the description for the selected payroll batch appears in the Batch Description field. If needed, to change the batch at this time, click the **down-arrow** button or the **Find** button to select the correct one.
5. If the specified payroll batch is a Pay Off Contracts type with separate date sequences, enter the number of the date sequence for which to print in the Date Sequence field, or click the **down-arrow** button to select the correct one. The default for the first date sequence (**1**) will appear, but can be changed.
6. Enter the ID of the checking account for which to print checks in the Checking Account ID field, or click the **down-arrow** button to select the correct one. See **Diagram A**.
7. Enter the check number of the first check to print in the Starting Check Number field, or click the

Diagram A

Search button to view the last check number used for the checking account and specify to use the next available number. The check number can be up to **9** digits long.

Note: If using the **Search** button to view the last check number, the next available check number can be specified as follows: 1) double-click the Last Check Number column to use the next highest (greatest) check number on file in the system for the specified checking account; 2) double-click the Last Check Number in Batch column to use the next check number from the last one used while printing checks within the batch for the specified checking account (for example, use if had a paper/ printer jam and needed to reprint checks starting with the next check number after the ones that were jammed); or 3) double-click the Last Check Number Printed column to use the next check number from the last one printed in the system in all but the current batch for the specified checking account (for example, use if had ordered and use new checks with a lower number than the greatest number on file in the system).

8. The system will automatically display the last check number to print in the Ending Check Number field, based on the total number of checks to be printed for the specified checking account. The check number entered in this field <u>cannot</u> be changed.

9. Leave the Starting and Ending Check Sort fields <u>blank</u> to print *all* the checks for *all* employees and payees for the specified checking account.

   Note: These fields are typically only utilized if *reprinting* checks within a batch.

10. If desired, enter a message to print on the bottom of the employee check stubs in the Message field. The message can be up to **255** characters long.

11. Print the specified checks as desired:

    a. To preview the checks on the screen, click the **To Screen** button.

       Note: When previewing the checks on the screen, the employee checks will appear in one preview screen and the payee checks in another (if applicable), with the payee checks appearing on the screen last. ***<u>Minimize</u>* the payee checks to print the employee checks *first* in order to match the check numbers with the actual checks.** To print the checks from the preview screen, click the **Print** button.

    b. To print the checks directly to the printer, click the **To Printer** button.

    c. If using a check-writing software, click the **Check Writing Software** button (displays in place of the **To Screen** button and **To Printer** button) to print the checks to a file to import into your check-writing software; when prompted, specify the correct path (drive and folders), edit the file name if needed, and then click the **Save** button.

       Note: If applicable, the system will prompt multiple times to create separate files for the employee checks (named "PRCHECK") and the payee checks (named "PAYEECHECK").

    Note: When printing the checks, the default check format for the applicable checking account as defined in the Check Setup - Employees option and Check Setup - Payees option will be used.

12. Repeat Steps 5-11 until all the checks have been printed for all the checking accounts included in the batch.

Direct Deposit Stubs

The Direct Deposit Stubs option is used to print the direct deposit stubs for a Payroll check cycle. This option is used only if direct deposit is set up for employees and/or payees in Payroll. When printing the direct deposit stubs, the default direct deposit format for each applicable checking account as defined in the Check Setup - Employees or Check Setup - Payees option will be used.

Printing Payroll Direct Deposit Stubs:
1. From the Payroll screen, select the **Check Cycle** menu and then **Direct Deposit Stubs**.
2. The Check Cycle Batch Search screen will appear.
3. Select the desired batch for which to print direct deposit stubs by double-clicking on the batch description.
4. At the Direct Deposit Stubs screen, the description for the selected payroll batch appears in the Batch Description field. If needed, to change the batch at this time, click the **down-arrow** button or the **Find** button to select the correct one.
5. If the specified payroll batch is a Pay Off Contracts type with separate date sequences, enter the number of the date sequence for which to print in the Date Sequence field, or click the **down-arrow** button to select the correct one. The default for the first date sequence (**1**) will appear, but can be changed.
6. Enter the ID of the checking account for which to print direct deposit stubs in the Checking Account ID field, or click the **down-arrow** button to select the correct one. See **Diagram A**.
7. Enter the stub number of the first direct deposit stub to print in the Starting Stub Number field, or click the **Search** button to view the last stub number used for the checking account and specify to use the next available number. The stub number can be up to **9** digits long.

   Note: If using the **Search** button to view the last stub number, the next available stub number can be specified as follows: 1) double-click the Last Stub Number column to use the next highest (greatest) stub number on file in the system for the specified checking account; 2) double-click the Last Stub Number in Batch column to use the next stub number from the last one used while printing direct deposit stubs within the batch for the specified checking account; or 3) double-click the Last Stub Number Printed column to use the next stub number from the last one printed in the system in all but the current batch for the specified checking account.
8. The system will automatically display the last stub number to print in the Ending Stub Number field, based on the total number of direct deposit stubs to be printed for the specified checking account. The stub number entered in this field <u>cannot</u> be changed.

Diagram A

9. Leave the Starting and Ending Check Sort fields <u>blank</u> to print *all* the direct deposit stubs for *all* employees and payees for the specified checking account.

   Note: These fields are typically only utilized if *reprinting* direct deposit stubs within a batch.

10. If desired, enter a message to print on the bottom of the employee direct deposit stubs in the Message field. The message can be up to **255** characters long. The message entered for the checks will appear as the default, but can be changed.

11. Print the specified direct deposit stubs as desired:

    a. To preview the direct deposit stubs on the screen, click the **To Screen** button.

       Note: If emailing direct deposit stubs, the direct deposit stubs for those employees who will <u>not</u> be emailed appear in one preview screen and the direct deposit stubs for those employees who will be emailed appear in another. Furthermore, if you have payees who are also setup for direct deposit, the payee direct deposit stubs appear in separate preview screens as well for those that will <u>not</u> be emailed and those that will be emailed, if applicable. If desired, only print a paper copy for the sets of direct deposit stubs for the employees and payees (if applicable) who will <u>not</u> have the stubs emailed, and then just close the preview screens for the sets of direct deposit stubs for those who will be emailed without printing to the printer if a paper copy is <u>not</u> wanted.

    b. Also, when printing both employee and payee direct deposit stubs during a check cycle, the payee direct deposit stubs will appear on the screen last. **If printing on pre-printed forms, *<u>minimize</u>* the payee direct deposit stubs to print the employee direct deposit stubs *first* in order to match the stub numbers with the actual direct deposit stubs.** To print the direct deposit stubs, click the **Print** button on the preview screen.

    c. To print the direct deposit stubs directly to the printer, click the **To Printer** button.

    d. If using a check-writing software, click the **Check Writing Software** button (displays in place of the **To Screen** button and **To Printer** button) to print the direct deposit stubs to a file to import into your check-writing software; when prompted, specify the correct path (drive and folders), edit the file name if needed, and then click the **Save** button.

       Note: If applicable, the system will prompt multiple times to create separate files for the employee direct deposit stubs that will <u>not</u> be emailed (named "DIRDEP"), the employee direct deposit stubs that will be emailed (named "DIRDEPEMAIL"), the payee direct deposit stubs that will <u>not</u> be emailed (named "PAYEESTUB"), and the payee direct deposits stubs that will be emailed (named "PAYEESTUBEMAIL"). If desired, import only the files named "DIRDEP" and "PAYEESTUB" into your check-writing software in order to print the paper stubs for those employees and payees who will <u>not</u> be emailed (do <u>not</u> import the files named "DIRDEPEMAIL" and "PAYEESTUBEMAIL" if a paper copy is <u>not</u> wanted for those employees and payees who will be emailed).

    Note: When printing the direct deposit stubs, the default direct deposit format for the applicable checking account as defined in the Check Setup - Employees option and Check Setup - Payees option will be used.

12. Repeat Steps 5-11 until all the direct deposit stubs have been printed for all the checking accounts included in the batch.

Email Direct Deposit Stubs

The Email Direct Deposit Stubs option is used to email the direct deposit stubs (as a .PDF file attachment) to employees and payees during a check cycle in Payroll. Only the employees and payees set up for direct deposit with an email address entered and the usage of Direct Deposit selected for the email address will be included when the Email Direct Deposit Stubs option is completed.

Complete the steps on the Payroll Email Direct Deposit Stubs Setup Checklist in order to utilize the Email Direct Deposit Stubs option.

Emailing Payroll Direct Deposit Stubs:
Note: Before emailing direct deposit stubs to the applicable employees and payees, the direct deposit stubs must first be printed. Also, the Payroll Email Direct Deposit Stubs Setup Checklist must be completed in order to utilize the Email Direct Deposit Stubs option.

1. From the Payroll screen, select the **Check Cycle** menu and then **Email Direct Deposit Stubs**.
2. The Check Cycle Batch Search screen will appear.
3. Select the batch that contains the direct deposit stubs to be emailed by double-clicking on the desired batch description.
4. At the Email Direct Deposit Stubs screen, the description for the selected batch appears in the Batch Description field. To change the batch at this time, click the **down-arrow** button or the **Find** button.
5. If the specified payroll batch is a Pay Off Contracts type with separate date sequences, enter the number of the date sequence for which to email the direct deposit stubs in the Date Sequence field, or click the **down-arrow** button to select the correct one. The default for the first date sequence (**1**) will appear, but can be changed.
6. Enter the ID of the checking account for which to email direct deposit stubs in the Checking Account ID field, or click the **down-arrow** button to select the correct one. See **Diagram A**.
7. If desired, click the **down-arrow** button for the Starting Check Sort field to select the first employee or payee (and check sequence, if applicable) for whom to email a direct deposit stub. Leave this field blank to email starting with the *first* employee or payee (and check sequence) in the batch for the specified checking account.

Leave the Starting and Ending Check Sort fields blank to email all employees and payees set up to receive direct deposit stubs via email.

The number of stubs to be emailed appears here.

14 direct deposit email(s) selected.

Diagram A

8. If desired, click the **down-arrow** button for the Ending Check Sort field to select the last employee or payee (and check sequence, if applicable) for whom to email a direct deposit stub. Leave this field blank to email from the employee or payee specified in the Starting Check Sort field to the *last* employee or payee (and check sequence) in the batch for the specified checking account.
9. If desired, enter a message to include on the bottom of the employee direct deposit stubs that are emailed in the Message field. The message can be up to **255** characters long. The message entered when printing the checks and direct deposit stubs will appear as the default, but can be changed.
10. Click the **Email** button to continue emailing the direct deposit stubs.
    Note: When emailing the direct deposit stubs for employees, the default email format for each applicable checking account as defined in the Check Setup - Employees option will be used, and the default direct deposit format for each applicable checking account as defined in the Check Setup - Payees option will be used when emailing the direct deposit stubs for payees.
11. The Email Options screen will appear; complete the email options as needed. See **Diagram B**.
    a. Enter the ID of the email address to use when sending the emails in the From Email Address ID field, or click the **down-arrow** button to select the correct one. The email address specified

Diagram B

here will be the one from which the messages will be emailed. If applicable, the ID of the from email address designated in the Email Manager option will appear by default, but can be changed if needed.

b. The email address for the specified ID appears in the From Email Address field and <u>cannot</u> be changed on this screen.

c. The name to show who the emails are from for the specified ID appears in the From Display Name field and <u>cannot</u> be changed on this screen.

d. If the specified from email address has the User Name field completed on the From Email Addresses tab in the Email Manager option, the user ID appears in the User Name field and <u>cannot</u> be changed on this screen; however, if the User Name field is <u>not</u> completed for the from email address, enter the user ID for the email address in the User Name field only if required by your school district's SMTP mail server. The user ID can be alphanumeric and up to **128** characters long. **Consult your Technology Coordinator to determine if the field is required and what to enter in the field.**

e. If required by your school district's SMTP mail server, enter the password for the from email address in the Password field. The password can be alphanumeric and up to **128** characters long. The password is case sensitive. If the Password field is completed on the From Email Addresses tab in the Email Manager option, the password will appear in the Password field, but can be changed if needed. **Consult your Technology Coordinator to determine if the field is required and what to enter in the field.**

f. If desired, select the Update User Password in Email Manager field to have the system retain the password (and user ID, if applicable) entered in the Password field (and User Name field) for the specified from email address, if applicable. A checkmark will appear in the box if the field is selected.

g. The name of your school district's SMTP mail server as entered in the Email Manager option appears in the Mail Server field. If needed, the name can be changed.

h. If desired, enter the correct path (drive and folders) and file name of a file to attach to the email in the Additional Attachment File Name field. If the exact path is not known, click the **Search** button to select the correct path and file.

Note: The file specified in this field would be sent in addition to the direct deposit stub automatically attached.

i. Enter the subject line to use for the emails in the Email Subject field. The subject line can be alphanumeric and an unlimited number of characters. When emailing direct deposit stubs, the subject line entered as the default in the Email Manager option appears, but can be changed.

j. Enter the text for the message (body) of the emails in the Email Message field. The text can be alphanumeric and an unlimited number of characters. If applicable, a generic default message appears, but can be changed. When emailing direct deposit stubs (or testing vendors or employees from within the Email Manager option), the text entered as the default in the Email Manager option appears, but can be changed.

k. The text to use as the disclaimer as entered in the Email Manager option appears in the Disclaimer field. If needed, the text can be changed. The text for the disclaimer can be alphanumeric and an unlimited number of characters.

l. The recipients (email addresses and names) to receive the emails appears in the Recipients List on the right side of the screen. If needed, edit the Recipients List as desired.

   Tip: When emailing direct deposit stubs in Payroll, only the employees and payees included in the check cycle batch that are set up with direct deposit and have an email address entered in the Employee File or Payee File with the Direct Deposit field selected will be included in the Recipients List.

   - To change the email address for a recipient, click in the Email Address field for the recipient and key the desired email address.

   - To add an email address to the list so that the email message (without an attachment, if emailing direct deposit stubs) will be sent to an additional recipient, complete the Email Address field in the blank line (indicated with an asterisk) at the bottom of the Recipients List.

   - To delete an email address so that the email message will <u>not</u> be sent to a particular recipient, click the **Delete** button located to the left of the desired record in the Recipients List; when prompted to delete the record, click **Yes**.

   Note: As the email messages are sent, the Results column in the Recipients List will be updated with the status; for example, "Sent mm/dd/yyyy at hh:mm AM/PM" will appear after the email was sent successfully.

12. Click the **Execute** button to email the direct deposit stubs.

    Note: If the first email is unable to be sent successfully, a prompt will appear asking to continue trying to send the remaining emails; click **Yes** to continue sending the remaining emails, or click **No** to quit sending the emails at this time (and, if desired, edit the Recipients List and then resend). If an email is rejected because an incorrect email address was entered for a recipient, the rejection notice will be sent to the specified from email address.

13. A message will appear in the status bar on the Email Options screen once the direct deposit stubs have been emailed.

14. Click the **X** in the upper right-hand corner to close the Email Options screen.

    Note: If there was one or more emails (direct deposit stubs) that were <u>not</u> successfully sent, the **Cancel** button and **Retry** button appear at the bottom of the Email Options screen. If desired, edit the Recipients List and then click the **Retry** button to try resending the emails (direct deposit stubs) to those employees and payees who did <u>not</u> have one sent initially; otherwise, click the **Cancel** button to close the Email Options screen.

15. Repeat these steps until all the direct deposit stubs have been emailed for all the checking accounts included in the batch.

Automatic Payment Stubs

The Automatic Payment Stubs option is used to print the automatic payment stubs for a Payroll check cycle. This option is used only if automatic payment is set up for payees in Payroll. When printing the automatic payment stubs, the default direct deposit format for each applicable checking account as defined in the Check Setup - Payees option will be used.

Printing Payroll Automatic Payment Stubs:
1. From the Payroll screen, select the **Check Cycle** menu and then **Automatic Payment Stubs**.
2. The Check Cycle Batch Search screen will appear.
3. Select the desired batch for which to print automatic payment stubs by double-clicking on the batch description.
4. At the Automatic Payment Stubs screen, the description for the selected payroll batch appears in the Batch Description field. If needed, to change the batch at this time, click the **down-arrow** button or the **Find** button to select the correct one. See **Diagram A**.
5. If the specified payroll batch is a Pay Off Contracts type with separate date sequences, enter the number of the date sequence for which to print in the Date Sequence field, or click the **down-arrow** button to select the correct one. The default for the first date sequence (**1**) will appear, but can be changed.
6. Enter the ID of the checking account for which to print automatic payment stubs in the Checking Account ID field, or click the **down-arrow** button to select the correct one.
7. Enter the stub number of the first automatic payment stub to print in the Starting Stub Number field, or click the **Search** button to view the last stub number used for the checking account and specify to use the next available number. The stub number can be up to **9** digits long.

   Note: If using the **Search** button to view the last stub number, the next available stub number can be specified as follows: 1) double-click the Last Stub Number column to use the next highest (greatest) stub number on file in the system for the specified checking account; 2) double-click the Last Stub Number in Batch column to use the next stub number from the last one used while printing automatic payment stubs within the batch for the specified checking account; or 3) double-click the Last Stub Number Printed column to use the next stub number from the last one printed in the system in all but the current batch for the specified checking account.
8. The system will automatically display the last stub number to print in the Ending Stub Number field, based on the total number of automatic payment stubs to be printed for the specified checking account. The stub number entered in this field <u>cannot</u> be changed.
9. Leave the Starting and Ending Check Sort fields <u>blank</u> to print *all* the automatic payment stubs for *all* payees for the specified checking account.

   Note: These fields are typically only utilized if *reprinting* automatic payment stubs within a batch.
10. If desired, enter a message to print on the bottom of the employee automatic payment stubs in the Message field. The message can be up to **255** characters long. The message entered for the checks will appear as the default, but can be changed.
11. Print the specified automatic payment stubs as desired:
    a. To preview the automatic payment stubs on the screen, click the **To Screen** button. To then print the automatic payment stubs to the printer, click the **Print** button on the preview screen.
    b. To print the automatic payment stubs directly to the printer, click the **To Printer** button.

Diagram A

c. If using a check-writing software, click the **Check Writing Software** button (displays in place of the **To Screen** button and **To Printer** button) to print the automatic payment stubs to a file to import into your check-writing software; when prompted, specify the correct path (drive and folders), edit the file name if needed (will default to be named "PAYEECHECK"), and then click the **Save** button.

Note: When printing the automatic payment stubs, the default direct deposit format for the applicable checking account as defined in the Check Setup - Payees option will be used.

12. Repeat Steps 5-11 until all the automatic payment stubs have been printed for all the checking accounts included in the batch.

Create Direct Deposit File

The Create Direct Deposit File option is used to build the file that is submitted to the bank in order to process the direct deposit for the specified batch in Payroll. Complete the steps on the Payroll Direct Deposit Setup Checklist in order to utilize the Create Direct Deposit File option.

Creating a Direct Deposit File for Payroll:
1. From the Payroll screen, select the **Check Cycle** menu and then **Create Direct Deposit File**.
2. The Check Cycle Batch Search screen will appear.
3. Select the batch for which to create the direct deposit file by double-clicking on the desired batch.
4. On the Create Direct Deposit File screen, the description for the selected batch appears in the Batch Description field. To change the batch at this time, click the **down-arrow** button or the **Find** button.
5. If the specified payroll batch is a Pay Off Contracts type with separate date sequences, enter the date sequence for which to create the file in the Date Sequence field, or click the **down-arrow** button to select the correct one. The default for the first date sequence (**1**) will appear, but can be changed. See **Diagram A**.
6. Enter the date the file is created in the File Creation Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. The current date will appear as the default, but can be changed to a future date.

    Note: Contact your bank to determine how many days in advance to create the file before a check cycle.
7. Enter the date the transactions will be processed and the money will be deposited into the employees' and payees' accounts in the Effective Entry Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. The date entered as the Check Date for the specified batch will appear as the default, but can be changed to a future date.

    Note: Contact the bank to determine what date should be entered here.
8. Enter the description for the direct deposit in the Company Entry Description field. The description can be alphanumeric and up to **10** characters long. The default of **PAYROLL** will appear, but can be changed.
9. In the File Name field, enter the correct path (drive and folders) and file name for the direct deposit file, or click the **Search** button to select the correct path. The name and location specified the last time the direct deposit file was created will appear as the default, but can be changed.
10. Enter the correct **1-digit** modifier code for the direct deposit file in the File ID Modifier field. The code entered the last time the direct deposit file was created will appear, but can be changed. Typically, the file modifier code is **A**.

Diagram A

11. Select the Uppercase All Fields field if your bank requires that the information included in the direct deposit file be in all uppercase letters. A checkmark will appear in the box if this field is selected.

12. If there are multiple date sequences for the selected payroll batch, the Combine All Date Sequences field is enabled. If applicable, select the Combine All Date Sequences field to create only one direct deposit file (for each direct deposit header record, if applicable) containing the direct deposit entries for all the date sequences. A checkmark will appear in the box if the field is selected.

13. If changes were made to the direct deposit information for an employee or payee while in the middle of the check cycle, the Use Updated Direct Deposit Account Information field will be enabled. If applicable, select the Use Updated Direct Deposit Account Information field to use the updated information when creating the direct deposit file. To see the details for the employees or payees with changes, click the **Show Details** button located to the right of this field.

    Note: Only the changes affecting the account number, transaction code, bank, standard entry class code, or addenda will be processed; changes to the amount, activating or inactivating, or the removal or addition of direct deposit will <u>not</u> be processed.

14. The direct deposit header record (or records, if applicable) utilized when creating the direct deposit file (or files, if applicable) appears in the Direct Deposit Header Records List. For each direct deposit header record, the ID, description, and company identification information displays. If a direct deposit header record is defined with the Enable Editing on File Creation field selected in the Direct Deposit Header Record File, the Company Identification field (column) can be changed as needed.

15. Click the **Execute** button.

16. A message will appear after the file(s) is created; click **OK**.

17. A section for Results will appear in the lower left-hand corner of the screen listing the name of the file(s) and the total number of entries included in the file(s).

    Note: To print the information in the Results section, print the Run Payroll Messages report under the **Reports** menu.

Update Checks

The Update Checks option is used to post (update) a check cycle in Payroll. During the update process, the entries are posted to the appropriate account numbers in General Ledger, the checks (and direct deposit stubs and automatic payment stubs, if applicable) are posted to the Checks File Maintenance option for reconciliation purposes, and the employee and payee information is updated.

<u>Updating Checks</u>:
1. Select the **Check Cycle** menu from the Payroll screen, and then **Update Checks**.
2. At the Batch Search screen, select the batch to update by double-clicking on the desired batch description.
3. The Update Checks screen will appear; verify the information on the screen and then click the **Execute** button to continue posting the batch. See **Diagram A**.

    <u>Note</u>: If any information displayed on the screen needs to be changed, click the **Cancel** button; then make the appropriate changes and complete the necessary steps before selecting the Update Checks option again.
4. A message will appear once the batch has been updated (posted); click **OK**.
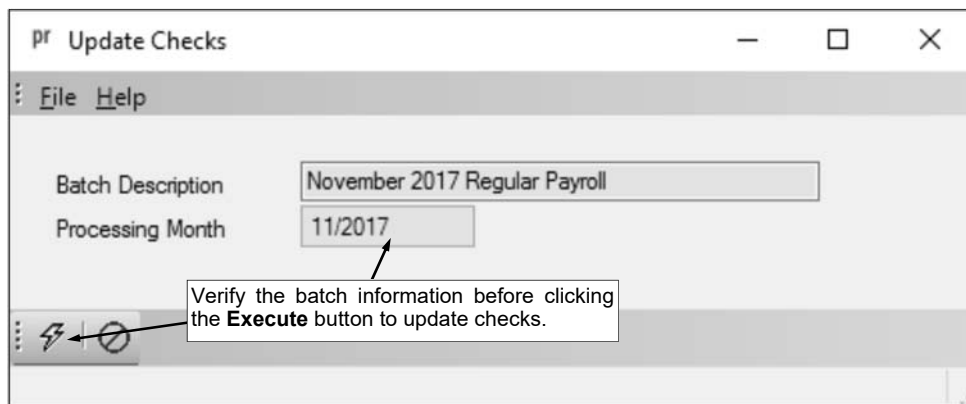

Batch Description	November 2017 Regular Payroll
Processing Month	11/2017

Verify the batch information before clicking the **Execute** button to update checks.

Diagram A

EMPLOYEES

Employees

Employees are used to define the personnel (staff members) of the school district paid during a Payroll check cycle. The Employees option is located in Payroll and Human Resources, but can also be accessed from Negotiations, if applicable.

Each employee has a record in the Employee File, which contains specific information for that employee. The following information is included in each employee's record for Payroll purposes: Name and Address, ACA 1095s, ACA Hours, Custom Fields, Deductions, Direct Deposit, Emergency Contacts, Employment, Leaves, Taxes, and Wages. The following information is included in each employee's record for Human Resources: Name and Address, ACA 1095s, ACA Hours, Benefits, Certificates, Custom Fields, Demographics, Dependents, Education, Emergency Contacts, Employment, Employment History, FMLA, Leaves, Military Service, Positions, Trainings, and Workers' Compensation. For the information that applies to both Payroll and Human Resources, if the data is changed in one module, the changes are reflected in the other module as well because the data fields (screens) are shared between the two modules. For example, if a change is made to the middle name for an employee from within one module, the change is reflected in both modules.

The various screens of information that display within the Employee File and the order is defined within the Set Screen Preferences option for a user; therefore, if a particular screen of information will <u>not</u> be tracked (utilized) by the user or even the school district, the screen (tab) can be hidden. Also, a user can have screen specific rights set (within the User Security option) so that the user does <u>not</u> have access to a particular screen within the Employee File; and, override rights can be set for the Federal ID field (Social Security Number field) that appears on the applicable screens, if desired.

<u>Adding an Employee</u>:
Note: If applicable, the Employee File is shared between Payroll and Human Resources, so if an employee is added in one module, the employee will automatically appear in the Employee File in the other module as well. Also, the instructions listed below explain each tab (screen) within the Employee File as they appear when the screen preferences are set to the defaults. If the screen preferences were changed, the tabs may be out of order as described below and there may even be tabs that do <u>not</u> appear on your screen. If desired, the default screen preferences can be restored.

1. From the Payroll or Human Resources screen, select the **Maintenance** menu and then **Employees**.

    Note: If a calculate payroll batch has been created and <u>not</u> yet updated, a message will appear stating a payroll is in progress and the changes may not take effect until the batch is recalculated; click **OK**. Also, if desired, to access the Employee File from Negotiations (if applicable), select the **Payroll** menu from the Negotiations screen and then **Employees**.

2. At the Employees screen, click the **New Record** button.

    Note: For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

3. Click the **Name & Address** tab to complete the name and address information for the employee.

4. Click the **ACA 1095s** tab to complete the information required on the 1095-C or 1095-B forms.

5. Click the **ACA Hours** tab to complete the information for utilizing the Affordable Care Act (ACA) Hours Tracking option.

6. For those school districts with the Human Resources module, click the **Benefits** tab to complete the benefit information for the employee.

7. For those school districts with the Human Resources module, click the **Certificates** tab to complete the educational certifications/licensure for the employee.

8. Click the **Custom Fields** tab to complete the custom field information for the employee.

9. Click the **Deductions** tab to complete the deduction information for the employee.

10. For those school districts with the Human Resources module, click the **Demographics** tab to complete the demographic information for the employee.

11. For those school districts with the Human Resources module, click the **Dependents** tab to track the dependents of the employee and the benefits for which the dependent is enrolled (covered).

12. Click the **Direct Deposit** tab to complete the direct deposit information for the employee.

13. For those school districts with the Human Resources module, click the **Education** tab to track the education of the employee, including the degree(s) obtained by the employee and/or any continuing education for the employee.

14. Click the **Emergency Contacts** tab to complete the emergency contact and medical information for the employee.

15. Click the **Employment** tab to complete the employment information for the employee.

16. For those school districts with the Human Resources module, click the **Employment History** tab to track the employment history of the employee.

17. For those school districts with the Human Resources module, click the **FMLA** tab to track any family and medical leave requests made by the employee, along with any payments made by the employee, such as for benefits, while on leave.

18. Click the **Leaves** tab to complete the leave information for the employee.

19. For those school districts with the Human Resources module, click the **Military Service** tab to track the military service history of the employee, if applicable.

20. For those school districts with the Human Resources module, click the **Positions** tab to enter the position(s) within the school district that the employee holds, and to enter the evaluation information for a position, if desired.

    Note: Employees can also be tied to a position from within the Positions File, if desired.

21. Click the **Taxes** tab to complete the tax information for the employee.

22. For those school districts with the Human Resources module, click the **Trainings** tab to enter the trainings that the employee has participated in or is registered to attend, if desired.

    Note: Employees can also be added to a training from within the Training Events option, if desired.

23. Click the **Wages** tab to complete the wage information for the employee.

24. For those school districts with the Human Resources module, click the **Work Comp** tab to track any workers' compensation injuries incurred by the employee, along with claims, claim payments, treatments, and lost work information related to the injury.

25. After all the information is entered for the new employee, click the **Save** button.

26. Verify that the Cross References on the Taxes, Wages, and Deductions screens are correct for each item for the employee.

Changing an Employee:
Note: If applicable, the Employee File is shared between Payroll and Human Resources, so if the information on a screen that is for both Payroll and Human Resources is changed, the data is updated in both modules.

1. From the Payroll or Human Resources screen, select the **Maintenance** menu and then **Employees**.

    Note: If a calculate payroll batch has been created and <u>not</u> yet updated, a message will appear stating a payroll is in progress and the changes may not take effect until the batch is recalculated; click **OK**. Also, if desired, to access the Employee File from Negotiations (if applicable), select the **Payroll** menu from the Negotiations screen and then **Employees**.

2. At the Employees screen, enter the ID of the employee to change in the Employee ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.

    Note: If the specified employee is included in a calculate payroll batch that has <u>not</u> been updated, a warning will appear in the status bar stating a payroll is in progress for the employee. If the ID entered in the field is for an entity <u>not</u> currently flagged with the entity role of Employee, a prompt will appear asking if the Employee role should be added; click **Yes** to make the entity an employee and then specify the correct status when prompted.

    Tip: The **Find** button in the Employee File automatically filters to show only those employees with a status of Active (unless the Show Inactive on Employee File Search field is selected in the Payroll System File); to view all employees, change the filters for the Active field <u>and</u> the Employee field on the search screen.

3. Make the desired changes to the employee.

    a. To make an employee inactive so that the employee no longer gets paid, select the Active field on the Name and Address screen to remove the checkmark.

        Note: If the employee is made inactive and the employee is also a user (as defined within the User Security option), the user for the particular employee will also be inactivated.

b. If the employee has entries included in an unposted data entry batch, or is included in a calculate payroll batch that has <u>not</u> been updated, the employee <u>cannot</u> be inactivated (the checkmark <u>cannot</u> be removed from the Active field). If the Active field is selected, a message will appear stating the employee cannot be inactivated; click **OK**.

c. To change the country in the Country field for the employee, do one of the following: 1) click the **down-arrow** button for the State/Province field (or press the **Ctrl+F** keys to access the search feature), change the filters for the Country Code, and then select the appropriate state or province within the desired country; or 2) delete the information in the State/Province field, change the Country field as needed, and then complete the State/Province field again.

d. To delete a record listed (entered) in a grid for the employee (for example, a benefit (only if <u>not</u> a COBRA benefit or <u>not</u> tied to a dependent), a payment, a dependent, or a degree), click the **Delete** button to the left of the desired item; when prompted, click **Yes** to delete the record. To delete a record <u>not</u> listed (entered) in a grid for the employee (for example, a certificate, a deduction, a leave, a pay code, or a previous employer record), first select to bring up the item to delete by double-clicking the item in the list displayed on the screen and then click the **Delete** button located at the bottom of the screen; when prompted, click **Yes** to delete the record.

   Note: If the item has previously been used and has history tied to it, the item <u>cannot</u> be deleted; however, if applicable, make the item inactive by removing the checkmark from the Active field.

e. If there are information changes made from within the Web Link module that need to be reviewed and processed for the employee, the **Employee Personal Changes** button will appear in green (to the right of the tab name including the pending changes and also at the bottom of the screen). If applicable, click the **Employee Personal Changes** button at the bottom of the screen to process the changes.

f. If there is a checklist instance in Human Resources with tasks still pending for the employee, the **Open Checklist Instance** button will appear in green; if desired, click the button to open the checklist instance for the employee to view and complete the tasks as needed.

4. After all the changes have been made, click the **Save** button.

5. If the ID for the employee was changed, a prompt will appear verifying whether or not to change the ID. To change the ID for the employee, click the **Change** button. To <u>not</u> change the ID and revert to use the original ID, click the **Revert to Original** button.

Deleting an Employee:
Note: If applicable, the Employee File is shared between Payroll and Human Resources, so when an employee is deleted from the Employee File in one module, the employee is removed from both modules. If an employee was defined only with an Entity Role of Employee, it will be completely deleted from the system with this process; however, if the employee had multiple Entity Roles, the ID will remain valid for the other applicable areas and just the Entity Role of Employee will be deleted. If an employee has been paid in Payroll or is tied to any positions, training events, or checklist instances in Human Resources, the system will <u>not</u> allow it to be deleted; however, an employee that will no longer be used can be made inactive by removing the checkmark for the Active field within the Employee File.

1. From the Payroll or Human Resources screen, select the **Maintenance** menu and then **Employees**.

   Note: If a calculate payroll batch has been created and <u>not</u> yet updated, a message will appear stating a payroll is in progress and the changes may not take effect until the batch is recalculated; click **OK**. Also, if desired, to access the Employee File from Negotiations (if applicable), select the **Payroll** menu from the Negotiations screen and then **Employees**.

2. At the Employees screen, enter the ID of the employee to delete in the Employee ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.

   Note: If the specified employee is included in a calculate payroll batch that has <u>not</u> been updated, a warning will appear in the status bar stating a payroll is in progress for the employee; the employee <u>cannot</u> be deleted.

   Tip: The **Find** button in the Employee File automatically filters to show only those employees with a status of Active (unless the Show Inactive on Employee File Search field is selected in the Payroll System File); to view all employees, change the filters for the Active field <u>and</u> the Employee field on the search screen.

3. Once the employee to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

Name and Address Screen (Employees)

Completing the Name and Address Screen in the Employee File:

1. From within the Employee File, click the **Name & Address** tab.

2. Enter a unique ID for the employee in the Employee ID field. The ID can be alphanumeric and up to **10** characters long (no spaces). See **Diagram A**.

    Note: To have the system automatically assign the ID *using the first 10 characters (letters only) of the name entered in the Last Name field,* leave the ID field <u>blank</u>; once the record is saved, the ID will be assigned. If the ID entered in the field is for an existing entity <u>not</u> currently flagged with the entity role of Employee, a prompt will appear asking if the Employee role should be added; click **Yes** to make the entity an employee and then specify the correct status when prompted.

3. The role(s) in which the employee is defined and used within the School Accounting System appears in the Entity Roles field. When adding a new employee, the system automatically assigns the entity role of Employee. If more than one entity role appears, the employee can be used and accessed in all the applicable areas using the *exact same ID*.

4. Select the Active field to stipulate the employee is currently active (working and getting paid by the district). A checkmark will appear in the box if the field is selected. When adding a new employee, the Active field is selected by default.

    Note: The employee must be selected as Active in order to get paid or be included in a Payroll check cycle. If an employee is also a user (as defined within the User Security option) and the employee is made inactive by removing the checkmark from this field, the user for the particular employee will also be inactivated.

5. Enter the appropriate status (**Deceased**, **Disabled**, **Hired**, **Leave of Absence**, **Retired**, or **Terminated**) for the employee in the Employee Status field, or click the **down-arrow** button to select the correct one. If the employee has passed away, enter **Deceased**. If the employee is disabled, enter **Disabled**. If the employee is currently employed at the school district, enter **Hired**. If the employee is on a leave of absence, but will be returning to work at the district, enter **Leave of Absence**. If the employee retired from working at the school district, enter **Retired**. If the employee does <u>not</u> work at the school district any longer due to a voluntary or involuntary termination

Diagram A

(however, did <u>not</u> retire from the school district), enter **Terminated**. The default of **Hired** will appear, but can be changed.

6.   Leave the Legal Business Name field <u>blank</u>, as typically the employee will be an individual and will have the First, Middle, and Last Name fields completed instead.

7.   Enter the last name of the employee in the Last Name field. The last name can be up to **40** characters long.

8.   If applicable, enter the prefix (such as Dr., Mr., or Mrs.) for the person in the Prefix field, or click the **down-arrow** button to select the correct one.

9.   If applicable, enter the suffix (such as Jr. or Sr.) for the person in the Suffix field, or click the **down-arrow** button to select the correct one.

10.   Enter the first name of the employee in the First Name field. The first name can be up to **30** characters long.

11.   Enter the middle name or the middle initial of the employee in the Middle Name field, if desired. The middle name can be up to **30** characters long.

12.   If correspondence for the employee should be sent directly to a specific person or department, enter the name of the person or department in the Attention field. The name can be alphanumeric and up to **30** characters long.

13.   Enter the address (up to two lines) for the employee in the Address 1 and Address 2 fields. The addresses can be alphanumeric and each can be up to **30** characters long.

14.   Enter the city for the employee in the City field. The city can be alphanumeric and up to **25** characters long.

15.   Enter the appropriate state abbreviation (or applicable code for the province, if located outside of the United States) for the employee in the State/Province field. If the state abbreviation or province code is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

   Note: Only the state abbreviations and province codes for the specified country (as entered in the Country field, or United States if the Country field is <u>blank</u>) appear by default when searching, but the filters can be changed if needed in order to view other state or province codes.

16.   Enter the zip code for the employee in the Zip Code field. The zip code can be alphanumeric and up to **15** characters long. The system will automatically add the dash in the zip code if 9 digits are entered, using the format of ##### - ####.

17.   Enter the applicable **2-digit** code of the country for the employee in the Country field, or click the **down-arrow** button to select the correct one. If the State/Province field is completed, the corresponding country code will appear by default in this field and can only be changed by first deleting the state or province (or specifying a different state or province).

18.   Enter up to three phone numbers (including a fax number, if applicable) for the employee in the Primary Phone Number, Secondary Phone Number, and Other Phone Number fields. Then enter the appropriate type (**Business**, **Cell**, **Fax**, **Home**, or **Other**) in the Phone Type field for each phone number entered, or click the **down-arrow** button to select the correct one. Each phone number can be up to **30** digits long. The system will automatically add the dashes for the phone numbers (if entered with numbers only) using the following formats: 1) ### - #### if 7 digits are entered; 2) ### - #### x ## if 8 or 9 digits are entered; 3) ### - ### - #### if 10 digits are entered; or 4) ### - ### - #### x ## if 11 or more digits are entered.

19.   If desired, enter the address of the website for the employee in the Internet Address field. The website address can be up to **50** characters long.

   Note: If your computer is connected to the Internet, click the **Go To** button located to the right of this field to launch the Internet browser and display the specified website.

20.   If applicable, enter the name of the person who should be contacted with any questions in the Contact Person field. The name can be alphanumeric and up to **30** characters long.

21.   Enter any additional information to track for the employee in the Comments field, if desired. The comment can be alphanumeric and up to **8,000** characters long.

22.   If desired, enter the familiar name used by the employee in the Nickname field. The nickname can be up to **30** characters long.

23.   If applicable, enter the previous last name of the employee, such as from before a marriage or a divorce, in the Previous Last Name field. The name can be up to **40** characters long.

24. If applicable, enter the date when the last name of the employee changed in the Last Name Changed Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the correct date.

25. For districts who have licensed the Web Link module, the Web Link 1095 Consent and Web Link W2 Consent fields indicate whether or not the employee has consented to receiving an electronic 1095 and/or W2 via Web Link (no paper copy needed). The consent for each is given by the employee through Web Link and the fields are updated automatically based on the Web Link responses. A checkmark will appear in the box if a field is selected indicating the employee has given consent. Typically, the Web Link 1095 Consent and Web Link W2 Consent fields should <u>not</u> be changed within the Employee File as any change to the consents should be made by the employee in Web Link.

26. If desired, enter the email address(es) for the employee in the Email Addresses List.

    a. Enter the employee's work email address in the Business Email Address field. Enter the employee's home or personal email address in the Personal Email Address field. Enter another email address for the employee, such as a spouse's email address, in the Other Email Address field. The email addresses can be up to **50** characters long and must follow the proper format of "username@example.com".

    b. Specify the uses for each email address by selecting the appropriate usage fields (Direct Deposit, Tax Forms, and/or Other Communication fields). If the employee will be set up for direct deposit and the direct deposit stub should be emailed to the employee using the particular email address during a Payroll check cycle, select the Direct Deposit field. If the employee should be emailed tax forms, including W2s and 1095s, using the particular email address, select the Tax Forms field. If the employee will be sent other email communications, such as notification messages or reports, from within the School Accounting System using the particular email address, select the Other Communication field. A checkmark will appear in the box if the field is selected.

27. Click the **Save** button.

28. Continue adding the remaining information for the employee if needed.

Custom Fields Screen (Employees)

Completing the Custom Fields Screen in the Employee File:

1. From within the Employee File, click the **Custom Fields** tab.

   Tip: The different sections of the custom field types can be moved around the screen as desired. To move a section, click on the handle (line of dots to the left of the section name) and then drag the section to the desired location. The settings for the section location are saved by user.

2. If applicable, complete the custom fields in the Date Fields section. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. See **Diagram A**.

3. If applicable, complete the custom fields in the Numeric Fields section. The amounts entered in the numeric custom fields can be up to **14** digits long (including the decimal point) and will be rounded to **4** decimal places by the system.

4. If applicable, complete the custom fields in the Referenced Fields section. For the referenced custom fields, enter the ID of the applicable value in the field; or if the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

5. If applicable, complete the custom fields in the Text Fields section. The data entered into the text custom fields can be alphanumeric and up to **50** characters long.

6. Click the **Save** button.

7. Continue adding the remaining information for the employee if needed.

Diagram A

Deductions Screen (Employees)

Completing the Deductions Screen in the Employee File:
Note: If desired, utilize the Adjust Deductions option (instead of following the instructions below) to quickly add a deduction to a group of employees all at once.

1. From within the Employee File, click the **Deductions** tab.

2. To add a deduction to the employee, complete the following:

   a. Click the **New Record** button.

   b. Enter the ID for the deduction to add in the Deduction ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. See **Diagram A**.

      Note: Only the active deductions appear by default when searching, but the filters can be changed if needed.

   c. If the employee has a unique identification number with this deduction company, enter that number in the Member Number field. The number can be alphanumeric and up to **20** characters long. The member number can then be included on various reports, which can be sent to the company with the payment, or included on the check stub if the detail information is printed on the payee checks (additional fields must be completed in the Deduction File and/or Payee File in order to print the member number on the reports and/or checks). **For Iowa school districts,** enter the **2-digit** occupation class code to be included on the Retirement Report in the Member Number field for the retirement deduction; the system assumes **11** for Education Related if this field is left <u>blank</u>. **For South Dakota school districts,** enter the appropriate code (see below) for the type (and status, if applicable) of this employee to be included on the Retirement Report in the Member Number field for the retirement deduction.

      South Dakota Employee Type Codes

First Two Digits (Type):	*Third Digit (Status):*
03 = Teacher	1 = New Hire
08 = Non-Certified	2 = Transfer
09 = City	3 = Rehire
10 = City Law	4 = Change in Marital Status
11 = County	5 = Terminated
12 = County Law	6 = Deceased
	9 = On Leave

      Note: For South Dakota school districts, if only the first two digits are entered for an inactive employee (Active field is <u>not</u> selected) and the Employee Status is **Retired** or **Terminated**, **5** will automatically generate as the third digit on the Retirement Report; if the inactive employee has an Employee Status of **Deceased**, **6** will generate as the third digit; or if the inactive employee has an Employee Status of **Leave of Absence**, **9** will generate as the third digit. If a third digit is manually entered for an employee, be sure to complete the Remove Third Digit from Member Numbers option after generating the Retirement Report in order to clear the status (indicated by the third digit).

   d. If desired, enter any additional information to track for the employee and the dedcution in the Comments field. The comment can be up to **1,000** characters long.

   e. If adding a deduction with **Individual Bank Account Deduction** specified as the Deduction Type, the Individual Bank Account Deduction section will be enabled. Complete the Individual Bank Account Deduction section as follows:

      - Enter the account number of the individual account (for example, health savings account) for where the total from the deduction for the employee should be deposited in the Account Number field. The number can be up to **17** digits long.

      - Enter the correct **2-digit** standard transaction number for the deposit to the account (or **0** for Not Required for Automated File, if applicable) in the Direct Deposit Transaction Code field, or click the **down-arrow** button to select the correct one.

        Note: Only enter a **0** for Not Required for Automated File to exclude the amount (from the deduction for the employee) on the direct deposit file, and instead have the amount for the deduction stay in the designated payable account; **typically, 0 should <u>not</u> be entered in this field.**

The Individual Bank Account Deduction section will be enabled only if the specified deduction is an Individual Bank Account Deduction type deduction.

Click the **Deductions** tab.

Specify the employee and/or employer portions of the deduction in the appropriate section.

Each active deduction the employee currently has set up appears here.

Diagram A

- Enter the ID of the direct deposit bank where the individual account (for example, health savings account) is located in the Direct Deposit Bank ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

- Enter the appropriate code to identify the entry class for the direct deposit payment in the Standard Entry Class Code field, or click the **down-arrow** button to select the correct one. Typically, **PPD** for *Prearranged Payment and Deposit Entry* is used if the direct deposit payment will be made to an account for a person, and **CCD** for *Corporate Credit or Debit* is used if the payment will be made to an account for a business. If unsure, verify with the deduction provider (or your bank) to determine what class code should be used.

- If required by the deduction provider, enter the additional information regarding the transaction in the Addenda field. The addenda information can be alphanumeric and up to **80** characters long. Use an asterisk (*****) as the delimiter between data elements within the addenda information, and use a backslash (****) at the end of the addenda information as the terminator.

  Note: The reserved words available within the School Accounting System to be used within the addenda information in Payroll are: ***AMOUNT** to include the amount, ***CHECKDATE** to include the date of the check formatted in six digits as **yymmdd**, and ***EOM6** to include the end of month date (as based on the check date) formatted in six digits as **yymmdd**. For example, enter the addenda as ***EOM6*AMOUNT** to have the end of month date and amount included in the addenda record created with the direct deposit transaction (entry).

  Tip: The School Accounting System creates a maximum of one addenda record per direct deposit transaction (entry).

- If there is an amount due for the deduction for the employee, the amount due displays in the Amount Due field. The amount due appears if a payroll check had been voided and <u>not</u> reissued or issued for a different amount. If desired, to increase or decrease the amount of the next check to be written for the deduction for the employee, enter the amount by which to increase or decrease the check in this field. The amount can be up to **17** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. The amount entered in this field will be added to the amount of the check

calculated during the check cycle; therefore, to increase the check, enter the amount to increase as a *positive* number, or to decrease the check, enter the amount to decrease as a *negative* number.

Note: The amount entered in the Amount Due field will be zeroed out automatically after the check is written and updated.

Tip: If there is an amount displayed in the Amount Due field, click the **Show Details** button to the right of the field to view the detail information for the amount shown.

f. If desired, click the **Expensed Payroll** tab to view the expensed payroll information for this deduction for the employee. The fields in the Expensed Payroll List are disabled, as the fields are updated automatically to track the deductions that are expensed at the end of the fiscal year; if needed, contact Customer Support for assistance to enter or edit the information in the fields.

g. If the deduction has a portion withheld from the employee, select the Active field in the Employee section (a checkmark will appear in the box if the field is selected) and then complete the remaining fields as follows:

- Enter the rate type (**Fixed**, **Fixed Table**, **Multiplier Percent**, **Percent**, or **Percent Table**) for the deduction in the Rate Type field, or click the **down-arrow** button to select the correct one. If the deduction rate is a fixed dollar amount and entered individually for the employee, enter **Fixed**. If the deduction rate is a fixed dollar amount and set up in a rate table within the Deduction File, enter **Fixed Table**. If the deduction rate is a percentage per $1,000 of the employees' annual wages (or inflated wages) less a particular limit (if applicable) using rates entered in a rate table based on the age of the employee, enter **Multiplier Percent**. If the deduction rate is a percentage of gross wages and entered individually for the employee, enter **Percent**. If the deduction rate is a percentage of gross wages and set up in a rate table within the Deduction File, enter **Percent Table**. The default as set in the Rate Type field in the Deduction File will appear, but can be changed.

  Note: If the deduction is defined with a Deduction Type of **Percent of Net** in the Deduction File, the Rate Type field is automatically set to **Percent of Net** and <u>cannot</u> be changed. If the deduction is defined with a Rate Type of **Multiplier Percent** in the Deduction File, the Rate Type field here is automatically set to **Multiplier Percent** and <u>cannot</u> be changed.

- If applicable, enter the date to start withholding the deduction in the Start Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

- If applicable, enter the date to stop withholding the deduction in the End Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

- Select the Declining field if the deduction for the employee amount will be set up with a declining balance and stop when the balance is zero. A checkmark will appear in the box if the field is selected. This field is selected by default if the Declining field is selected for the deduction in the Deduction File.

- If the Declining field is selected, the Balance field is enabled. Enter the total amount to withhold for the deduction in the Balance field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable. When a Payroll check cycle is updated, the amount in the Balance field will be reduced accordingly, and once the balance is zero (**0**), the deduction for the employee amount will stop.

- If desired, enter the total amount to be withheld for this fiscal year for the deduction in the Annual Total field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable. Typically, this field is only completed if the deduction for the employee amount is set up as declining, so that the total amount withheld for the deduction can be tracked (as the Balance field is reduced with each Payroll check cycle).

  Note: The Annual Total field is also utilized to enter an override amount for deductions, if needed, when calculating deduction totals within the following options: building the Benefit Totals Table in Negotiations; the Nebraska Staff Reporting option; and the Iowa BEDS Report option.

- Select the Regular Pay Period Only field to withhold the deduction only during a regular payroll. A checkmark will appear in the box if the field is selected. Typically, this field will <u>not</u> be selected.

Note: A regular payroll for an employee is the *first* check (check sequence) for the employee matching the employee's default checking account during a payroll calculation of all types including that employee's pay group <u>except</u> an Extra payroll calculation type.

- Select the Process if No Pay field if the deduction should be withheld during a Regular or Pay Off Contracts (the deduction is only calculated one time even if multiple payments are being paid for other employees) payroll calculation type for the employee's specified pay group even if the employee will not receive a paycheck. A checkmark will appear in the box if the field is selected.

- Complete the Employee Amounts List for the deduction as applicable.

  ° In the blank line (indicated with an asterisk) at the bottom of the Employee Amounts List, enter the period (**Every Pay Period**, **Week 1**, **Week 2**, **Week 3**, **Week 4**, or **Week 5**) for when to withhold the deduction amount from the employee in the Deduction Frequency field, or click the **down-arrow** button to select the correct one. For example, if the deduction should be withheld each pay period, enter **Every Pay Period**; or if there are multiple payrolls in one month and the deduction should only be withheld on a specific week, enter the appropriate Week number, such as **Week 1** or **Week 2**.

  ° If **Fixed**, **Percent**, or **Percent of Net** is specified as the Rate Type, the Rate field will appear to the right of the Deduction Frequency field. Enter the amount (fixed dollar amount or percentage) to withhold from the employee for the deduction in the Rate field for the specified frequency. The amount can be up to **14** digits long (including the decimal point) and will be rounded to **4** decimal places by the system if capable.

  ° If **Fixed Table**, **Multiplier Percent**, or **Percent Table** is specified as the Rate Type, the Rate Description and Table Rate fields will appear to the right of the Deduction Frequency field. Enter the description of the desired rate to withhold for the deduction (as defined on the rate table in the Deduction File) in the Rate Description field for the specified frequency, or click the **down-arrow** button to select the correct one. The amount for the designated rate description displays in the Table Rate field.

    Note: If adding a deduction with a Rate Type of **Multiplier Percent**, be sure to enter or select the rate called "Multiplier Rate" in the Rate Description field; during a payroll calculation, the system will automatically figure the employee's age on the last day of the tax year (as based on the employee's birthday entered in the Birth Date field in the Employee File and the last day of the calendar year of the Check Date for the payroll calculation batch) and then use the appropriate rate from the rate table.

  ° If the rate for the employee amount of the deduction will change for the employee on a certain date, the new rate can be entered at this time by entering the date the new rate is effective in the Rate Change Date field (using the **mm/dd/yyyy** format or clicking the **down-arrow** button to select the desired date), and then entering the new amount in the New Rate field or the description of the new rate in the New Rate Description field. Then once a payroll calculation batch is processed using a Check Date on or after the date entered in the Rate Change Date field, the new rate for the deduction will be used.

    Note: The Rate Change Date, New Rate Description, and New Table Rate fields do <u>not</u> appear for deductions with a Rate Type of **Multiplier Percent**.

  ° If applicable, repeat these steps until all the employee amounts for the appropriate frequencies have been added for the deduction.

  Note: The Employee section is disabled and <u>not</u> applicable for deductions with a Deduction Type of **Add** or **Payment In Kind**.

h. If the deduction has a portion paid by the employer, select the Active field in the Employer section (a checkmark will appear in the box if the field is selected) and then complete the remaining fields as follows:

- Enter the rate type (**Fixed**, **Fixed Table**, **Multiplier Percent**, **Percent**, or **Percent Table**) for the deduction in the Rate Type field, or click the **down-arrow** button to select the correct one. If the deduction rate is a fixed dollar amount and entered individually for the employee, enter **Fixed**. If the deduction rate is a fixed dollar amount and set up in a rate table within the Deduction File, enter **Fixed Table**. If the deduction rate is a percentage per $1,000 of the employees' annual wages (or inflated wages) less a particular limit (if applicable) using

rates entered in a rate table based on the age of the employee, enter **Multiplier Percent**. If the deduction rate is a percentage of gross wages and entered individually for the employee, enter **Percent**. If the deduction rate is a percentage of gross wages and set up in a rate table within the Deduction File, enter **Percent Table**. The default as set in the Rate Type field in the Deduction File will appear, but can be changed.

Note: If the deduction is defined with a Rate Type of Multiplier Percent in the Deduction File, the Rate Type field here is automatically set to Multiplier Percent and <u>cannot</u> be changed.

- If applicable, enter the date to start expensing the deduction in the Start Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

- If applicable, enter the date to stop expensing the deduction in the End Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

- Select the Declining field if the deduction for the employer amount will be set up with a declining balance and stop when the balance is zero. A checkmark will appear in the box if the field is selected. This field is selected by default if the Declining field is selected for the deduction in the Deduction File.

- If the Declining field is selected, the Balance field is enabled. Enter the total amount to expense for the deduction in the Balance field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable. When a Payroll check cycle is updated, the amount in the Balance field will be reduced accordingly, and once the balance is zero (**0**), the deduction for the employer amount will stop.

- If desired, enter the total amount to be expensed for this fiscal year for the deduction in the Annual Total field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable. Typically, this field is only completed if the deduction for the employer amount is set up as declining, so that the total amount expensed for the deduction can be tracked (as the Balance field is reduced with each Payroll check cycle).

  Note: The Annual Total field is also utilized to enter an override amount for deductions, if needed, when calculating deduction totals within the following options: building the Benefit Totals Table in Negotiations; the Nebraska Staff Reporting option; and the Iowa BEDS Report option.

- Select the Regular Pay Period Only field to expense the deduction only during a regular payroll. A checkmark will appear in the box if the field is selected. Typically, this field will <u>not</u> be selected.

  Note: A regular payroll for an employee is the *first* check (check sequence) for the employee matching the employee's default checking account during a payroll calculation of all types including that employee's pay group <u>except</u> an Extra payroll calculation type.

- Select the Process if No Pay field if the deduction should be expensed and paid during a Regular or Pay Off Contracts (the deduction is only calculated one time even if multiple payments are being paid for other employees) payroll calculation type for the employee's specified pay group even if the employee will not receive a paycheck. A checkmark will appear in the box if the field is selected.

  Note: If the Process if No Pay field is selected, a pay code must be selected as the Primary Pay Code on the Wages screen of the Employee File for the employee, or an OVERRIDEGL pay code must be set up on the Wages screen with the appropriate expense account number(s) entered and be cross referenced to the applicable deduction.

- Complete the Employer Amounts List for the deduction as applicable.

  ° In the blank line (indicated with an asterisk) at the bottom of the Employer Amounts List, enter the period (**Every Pay Period**, **Week 1**, **Week 2**, **Week 3**, **Week 4**, or **Week 5**) for when to expense the deduction amount for the employee in the Deduction Frequency field, or click the **down-arrow** button to select the correct one. For example, if the deduction should be expensed each pay period, enter **Every Pay Period**; or if there are multiple payrolls in one month and the deduction should only be expensed on a specific week, enter the appropriate Week number, such as **Week 1** or **Week 2**.

- ◦ If **Fixed** or **Percent** is specified as the Rate Type, the Rate field will appear to the right of the Deduction Frequency field. Enter the amount (fixed dollar amount or percentage) to expense for the deduction in the Rate field for the specified frequency. The amount can be up to **14** digits long (including the decimal point) and will be rounded to **4** decimal places by the system if capable.
- ◦ If **Fixed Table**, **Multiplier Percent**, or **Percent Table** is specified as the Rate Type, the Rate Description and Table Rate fields appear to the right of the Deduction Frequency field. Enter the description of the desired rate to expense for the deduction (as defined on the rate table in the Deduction File) in the Rate Description field for the specified frequency, or click the **down-arrow** button to select the correct one. The amount for the designated rate description displays in the Table Rate field.

  Note: If adding a deduction with a Rate Type of **Multiplier Percent**, be sure to enter or select the rate called "Multiplier Rate" in the Rate Description field; during a payroll calculation, the system will automatically figure the employee's age on the last day of the tax year (as based on the employee's birthday entered in the Birth Date field in the Employee File and the last day of the calendar year of the Check Date for the payroll calculation batch) and then use the appropriate rate from the rate table.

- ◦ If the rate for the employer amount of the deduction will change for the employee on a certain date, the new rate can be entered at this time by entering the date the new rate is effective in the Rate Change Date field (using the **mm/dd/yyyy** format or clicking the **down-arrow** button to select the desired date), and then entering the new amount in the New Rate field or the description of the new rate in the New Rate Description field. Then once a payroll calculation batch is processed using a Check Date on or after the date entered in the Rate Change Date field, the new rate for the deduction will be used.

  Note: The Rate Change Date, New Rate Description, and New Table Rate fields do <u>not</u> appear for deductions with a Rate Type of **Multiplier Percent**.

- ◦ If applicable, repeat these steps until all the employer amounts for the appropriate frequencies have been added for the deduction.

  Note: The Employer section is disabled and <u>not</u> applicable for deductions with a Deduction Type of **Percent of Net**.

  i. In the Cross References List, select the taxes that will include the deduction in its taxable gross and the pay codes that allow this deduction. If the employee's share of the deduction is to be included in the taxable gross for a particular tax, the tax must be selected. If the deduction is allowed to be expensed against a particular pay code, the pay code must be selected. The defaults from the Deduction File that are applicable to this employee will be selected, but can be changed. To select a tax or pay code or deduction, click once on the box to the left of the ID. To select all of the IDs for the taxes or pay codes, click the box located by itself (without a label) at the top of the taxes and the top of the pay codes. A checkmark will appear in the box if the tax or pay code is selected.

  Tip: In order for the deduction to be withheld or expensed for this employee, *at least <u>one</u> pay code* must be selected in the Cross References List.

  Note: The retirement deductions (those with the State Retirement System Deduction field selected) also appear in the Cross References List when viewing other deductions; if the employee's share of the deduction is to be included in the retirement gross, select the retirement deduction. When viewing the retirement deduction, all the other deductions appear in the Cross References List; if the amounts withheld for a deduction should be included as part of the retirement gross, the deduction must be selected. When viewing a Percent of Net deduction, all the other deductions also appear in the Cross References List; the amount included in the net wages is figured after the unselected cross references (deductions and taxes) are reduced. For Percent of Net deductions, to setup a "true" percent of net, leave all cross references unselected except for the pay codes.

3. Click the **Save** button.
4. Repeat Steps 2-3 until all the applicable deductions have been added for the employee.
5. Continue adding the remaining information for the employee if needed.

Direct Deposit Screen (Employees)

Completing the Direct Deposit Screen in the Employee File:
1. From within the Employee File, click the **Direct Deposit** tab.
2. To add a direct deposit item to the employee, complete the following:
   a. Click the **New Record** button.
   b. Enter the appropriate type (**Balance**, **Fixed**, or **Percent**) for the direct deposit item in the Direct Deposit Type field, or click the **down-arrow** button to select the correct one. To deposit the remaining balance of the paycheck, enter **Balance**. To deposit a designated dollar amount, enter **Fixed**. To deposit a percent of net wages, enter **Percent**. See **Diagram A**.

   Note: If there is a portion of the employee's check that is <u>not</u> designated or processed with a direct deposit item, a check will automatically be issued to the employee for that amount. For example, if there is <u>not</u> a direct deposit item with a type of **Balance** defined for the employee, the remainder of the check will automatically be issued as a check to the employee.

Diagram A

   c. Select the Active field to stipulate the direct deposit item is currently active and used by the employee. A checkmark will appear in the box if the field is selected. When adding a new direct deposit item for an employee, the Active field is selected by default.
   d. If **Fixed** or **Percent** is specified as the Direct Deposit Type, the Declining field is enabled. Select the Declining field if the direct deposit item for the employee will be set up with a declining balance and stop when the balance is zero. A checkmark will appear in the box if the field is selected.
   e. If the Declining field is selected, the Balance field is enabled. Enter the total amount to deposit for the item in the Balance field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable. When a Payroll check cycle is updated, the amount in the Balance field will be reduced accordingly, and once the balance is zero (**0**), the direct deposit item will stop.

f. If **Fixed** or **Percent** is specified as the Direct Deposit Type, the Direct Deposit Sequence field is enabled. Enter the sequence number of the direct deposit item in the Direct Deposit Sequence field. For example, if the direct deposit item should be deposited first, enter **1** as the sequence number; or if this should be the second deposit, enter **2**, etc. The number can be up to **3** digits long.

    Note: This field is disabled and <u>not</u> applicable if **Balance** is specified in the Direct Deposit Type field; a Balance direct deposit item will automatically be the last direct deposit item processed.

g. If applicable, enter the date to start including (processing) the direct deposit item in the Start Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

h. If applicable, enter the date to stop including (processing) the direct deposit item in the End Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

i. Select the Regular Pay Period Only field to process the direct deposit item only during a regular payroll. A checkmark will appear in the box if the field is selected.

    Note: A regular payroll for an employee is the *first* check (check sequence) for the employee matching the employee's default checking account during a payroll calculation of all types including that employee's pay group <u>except</u> an Extra payroll calculation type.

    Tip: To have *all* the direct deposit items processed on the *first* check *only* (and deposits to only the direct deposit item with the Balance type for all *additional* checks), select this field for all the direct deposit items <u>except</u> the direct deposit item with the Balance type. To have *all* direct deposit splits processed for *all* checks, do <u>not</u> select this field for any direct deposit item.

j. Enter the appropriate type for how the direct deposit item will be distributed (**Check** or **Direct Deposit**) in the Distribution Method field, or click the **down-arrow** button to select the correct one. If the direct deposit item is an actual direct deposit in which the funds are transferred electronically to the employee (or a check will be written to the bank because the Direct Deposit Payee ID field is completed for the direct deposit bank, if applicable), enter **Direct Deposit**. If the direct deposit item is <u>not</u> an actual direct deposit in which the funds are transferred electronically, but instead a check is written to the employee for the amount included with the direct deposit item, enter **Check**.

k. Specify the check sequences that the direct deposit item applies for the employee by selecting either **All** or **Selective** in the Check Sequence Information field. To have the direct deposit item processed for all check sequences for the employee, select **All**. To have the direct deposit item processed for only a certain check sequence for the employee, select **Selective**, and then enter the number of the check sequence (**1** to **99**) to which the direct deposit item applies in the Check Sequence field.

    Note: The Check Sequence Information field is disabled if the Regular Pay Period Only field is selected.

l. If **Direct Deposit** is specified as the Distribution Method, the Direct Deposit Account Information section is enabled. Complete the Direct Deposit Account Information section as follows:

    - Enter the account number of the employee's checking or savings account for the direct deposit item in the Account Number field. The number can be up to **17** digits long.

    - Enter the correct **2-digit** standard transaction number for the direct deposit item (or **0** for Not Required for Automated File, if applicable) in the Direct Deposit Transaction Code field. If the code is not known, click the **down-arrow** button to select the correct one. The most commonly used codes are **22** for a checking account deposit and **32** for a savings account deposit.

      Note: If **0** for Not Required for Automated File is specified as the transaction code, the direct deposit transaction item will <u>not</u> be included on the direct deposit file created during the Payroll check cycle; typically, the transaction code of **0** is only utilized by school districts that are <u>not</u> set up for direct deposit with their bank (do <u>not</u> want the money transferred electronically, but rather want to write checks to take to each specified bank to have deposited into the employees' accounts).

    - Enter the ID of the direct deposit bank used by the employee in the Direct Deposit Bank ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

m. If **Fixed** or **Percent** is specified as the Direct Deposit Type, the Direct Deposit Amounts List is enabled. Enter the amount (fixed dollar amount or percentage) in the appropriate pay period field in the Direct Deposit Amounts List. If the direct deposit item should be processed each pay period, enter the amount in the Every Pay Period field. If there are multiple payrolls in one month and the direct deposit item should only be processed on a specific week, enter the amount in the appropriate Week number field. For example, if the direct deposit item should only be processed the second week of the month, enter the amount in the Week 2 field. The amount can be up to **14** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.

Note: The Direct Deposit Amounts List is disabled and <u>not</u> applicable if **Balance** is specified in the Direct Deposit Type field, as the remainder of the check (or entire check, if there is only one direct deposit item) will be deposited.

3. Click the **Save** button.
4. Repeat Steps 2-3 until all the direct deposit transactions have been added for the employee.
5. Continue adding the remaining information for the employee if needed.

Emergency Contacts Screen (Employees)

Completing the Emergency Contacts Screen in the Employee File:

1. From within the Employee File, click the **Emergency Contacts** tab. See **Diagram A**.

2. If desired, complete the Medical Information section for the employee as follows:

   - If the employee has any allergies, enter a description of the allergies in the Allergies field. The description can be up to **100** characters long.

   - Enter the blood type of the employee in the Blood Type field, or click the **down-arrow** button to select the correct one.

   - If the employee has a medical condition, enter a description of the condition in the Medical Conditions field. The description can be up to **100** characters long.

   - Enter any additional medical information to track for the employee in the Comments field, if desired. The comment can be alphanumeric and up to **1,000** characters long.

Diagram A

3. If desired, complete the Emergency Contacts List with the person(s) to be contacted for the employee in case of an emergency. To add an emergency contact, complete the following:

   - In the blank line (indicated with an asterisk) at the bottom of the Emergency Contacts List, enter the name of the person to be contacted in the Person field. The name can be up to **100** characters long.

   - In the Relationship field, enter the relationship between the employee and the emergency contact person (such as Father, Husband, Mother, or Wife), or click the **down-arrow** button to select the correct one.

   - Enter up to two phone numbers for the emergency contact person in the Primary Phone Number and Secondary Phone Number fields. The system will automatically add the dashes for the phone numbers using the following formats: 1) ### - #### if 7 digits are entered, 2) ### - #### x ## if 8 or 9 digits are entered, 3) ### - ### - #### if 10 digits are entered, and 4) ### - ### - #### x ## if 11 or more digits are entered.

   Note: To remove an emergency contact person, click the **Delete** button to the left of the desired record; when prompted, click **Yes** to delete the record.

4. If desired, enter the medical contacts for the employee in the Medical Contacts List. To add a medical contact, complete the following:

- In the blank line (indicated with an asterisk) at the bottom of the Medical Contacts List, enter the name of the doctor in the Doctor field. The name can be up to **100** characters long.

- Enter the phone number for the doctor in the Phone Number field. The system will automatically add the dashes for the phone number using the following formats: 1) ### - #### if 7 digits are entered, 2) ### - #### x ## if 8 or 9 digits are entered, 3) ### - ### - #### if 10 digits are entered, and 4) ### - ### - #### x ## if 11 or more digits are entered.

- Enter any additional information to track for the medical contact in the Comments field, if desired. The comment can be alphanumeric and up to **1,000** characters long.

Note: To remove a medical contact, click the **Delete** button to the left of the desired record; when prompted, click **Yes** to delete the record.

5. Click the **Save** button.
6. Continue adding the remaining information for the employee if needed.

Employment Screen (Employees)

Completing the Employment Screen in the Employee File:

1. From within the Employee File, click the **Employment** tab.
2. Enter the employee's social security number (**9** digits) in the Social Security Number (Federal ID) field. The system will automatically add the dashes, using the format of ### - ## - ####.

   Note: The Social Security Number (Federal ID) field may <u>not</u> appear or may be locked if your user rights to the Federal ID field were overridden within the User Security option to have no access or read only access.

   Tip: If the social security number entered in this field matches the social security number entered for another employee (or entity), a warning icon will appear to the right of the field; verify the number entered is correct, and if needed, determine if the new record should continue to be added for the employee or if a record already exists.

3. Enter the sex (**Female** or **Male**) of the employee in the Gender field, or click the **down-arrow** button to select the correct one. See **Diagram A**.

Diagram A

4. Enter the employee's date of birth in the Birth Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.
5. The age (in years) of the employee is automatically calculated and displayed in the Age field. The age is calculated based on the current date of the computer, and <u>cannot</u> be changed.
6. Enter the actual marital status (**Domestic Partner**, **Married**, **Qualified Domestic Relations Order**, or **Single**) of the employee in the Marital Status field, or click the **down-arrow** button to select the correct one.
7. If desired, enter whether the employee is **Hispanic or Latino** or **Not Hispanic or Latino** in the Ethnicity field, or click the **down-arrow** button to select the correct one.
8. Enter the employee's appropriate legal status for living in this country (**Citizen**, **Non-Resident Alien**, or **Resident Alien**) in the Resident Status field, or click the **down-arrow** button to select the correct status.

9. If desired, enter a number assigned to the employee in the Employee Number field. For example, this may be an ID number assigned by the state to each teacher. The employee number can be alphanumeric and up to **15** characters long.

10. Enter the type of wages that will be used to pay the employee (**Contract** or **Unit**) in the Salary Type field, or click the **down-arrow** button to select the correct one. If the employee will be paid a designated total dollar amount over a specified number of pay periods, enter **Contract**. If the employee will be paid with an hourly or daily rate in which the number of units (hours or days) must be entered for the employee during a pay period, enter **Unit**.

11. If applicable, enter the date the employee became a tenured faculty member in the Tenure Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

12. If desired, enter the title for the job description of the employee in the Position field. The information can be up to **30** characters long.

13. In the EEO-5 Classification field, enter the appropriate category for the employee for inclusion on the EEO-5 Survey report, which is generated biennially. If the exact category is not known, click the **down-arrow** button to select the correct one.

14. Enter the number of years the employee has worked at this school district in the Years of Service (Internal) field. The number can be up to **6** digits (including the decimal point), and will be rounded to **4** decimal places by the system.

15. Enter the number of years the employee has worked at other school districts located in the state in the Years of Service (External in State) field. The number can be up to **6** digits (including the decimal point), and will be rounded to **4** decimal places by the system.

16. Enter the number of years the employee has worked at other school districts located outside of the state in the Years of Service (External Out of State) field. The number can be up to **6** digits (including the decimal point), and will be rounded to **4** decimal places by the system.

17. The total number of years the employee has worked internally, externally in state, and externally out of state is automatically calculated and displayed in the Years of Service (Total) field. The number in the Years of Service (Total) field <u>cannot</u> be changed.

18. Enter the number of times the employee will be paid in the Tax Pay Periods Per Year field. The system uses this information to compute the annual salary when calculating the federal and state income taxes.

19. Enter the ID of the checking account from which the employee will generally be paid in the Checking Account ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. The checking account entered here will be the default checking account for this employee.

20. Enter the ID of the pay group to which the employee belongs in the Pay Group ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. The pay group entered here will be the default pay group for this employee.

21. Leave the Last Paid Date field <u>blank</u> when entering a new employee. The system will automatically track this information after updating a calculate payroll batch in which the employee was paid (from earnings or deductions) and display the Check Date from the batch in this field.

22. Leave the Last Worked Date field <u>blank</u> when entering a new employee. The system will automatically track this information after updating a calculate payroll batch in which the employee had earnings and display the Last Worked Date from the batch in this field

23. Leave the Last SSNVS Date field <u>blank</u> when entering a new employee. This field will be updated as part of the steps to complete the SSN Verification Service option.

24. If applicable, enter the reason for termination (such as Employee Resignation or Retirement) in the Termination Reason field, or click the **down-arrow** button to select the correct one.

25. If desired, in the Races List, specify the nationality of the employee by selecting the applicable races. To select a race, click the box for the Selected column to the left of the desired race. A checkmark will appear in the box if the race is selected.

26. Complete the Employee Dates List with the applicable dates for the employee. To add a date, complete the following:

    - In the blank line (indicated with an asterisk) at the bottom of the Employee Dates List, enter the appropriate date in the Date Value field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

- Then enter the type for the date being tracked (**Hire Date**, **Probation Date**, or **Termination Date**) in the Date Type field, or click the **down-arrow** button to select the correct one.

  Note: If an employee leaves and then is later rehired by the school district, enter a second entry for Hire Date type, so the initial Hire Date will be listed, followed by the Termination Date, and then a second Hire Date; the Hire Date with the most recent date would be considered the rehire date.

- If **Hire Date** is specified as the Date Type and the date is after a Termination Date that is entered for the employee, the Weeks Since Prior Termination Date field will automatically be updated upon saving to reflect the number of weeks between the newly entered Hire Date and the prior Termination Date. The Weeks Since Prior Termination Date field <u>cannot</u> be changed.

  Note: The Weeks Since Prior Termination Date field will be <u>blank</u> for entries with a Probation Date type or a Termination Date type.

- The Track as ACA New Hire field is enabled if **Hire Date** is specified as the Date Type. If applicable, select the Track as ACA New Hire field for a Hire Date to have the employee reflected as a new hire in the Affordable Care Act Hours Tracking option and also on the ACA Hours screen (tab) in the Employee File for the corresponding measurement period. A checkmark will appear in the box if the field is selected. By default, this field will be selected.

  Note: An employee will automatically be included as an ongoing employee in measurement periods that begin after the first Hire Date and before the last Termination Date.

  Tip: As defined within the Affordable Care Act guidelines, if an employee has had no hours of service credited for at least 26 consecutive weeks for educational organizations (or 13 weeks for non-educational organizations), the employee may be considered a new hire (rehire) for purposes of the Affordable Care Act. Additionally, under a rule of parity within the Affordable Care Act guidelines, an employee may be considered a new hire (rehire) if the employee has had no hours of service during a period that is at least 4 consecutive weeks, but less than 26 weeks for educational organizations (or 13 weeks for non-educational organizations), and is longer than the employee's preceding period of employment (for example, if an employee works for 3 weeks, terminates, and then 10 weeks later is rehired, the employee can be treated as a new hire (rehire) because the 10-week break is more than 4 weeks, less than 26 weeks (for educational organizations; 13 weeks, for non-educational organizations), and is longer than the employee's preceding period of employment of 3 weeks). Therefore, if an employee leaves and then is rehired after 26 weeks (for educational organizations; 13 weeks for non-educational organizations), select the Track as ACA New Hire field for the rehire date, if desired, and if an employee leaves and then is rehired within 26 weeks (for educational organizations; 13 weeks for non-educational organizations), do <u>not</u> select the Track as ACA New Hire field for the rehire date unless the rule of parity applies.

27. All the employee groups defined in the system appear in the Employee Groups List. To include the employee in one or more of the existing employee groups, click the box for the Selected column to the left of each desired Employee Group ID. A checkmark will appear in the box if the employee group is selected.

    Note: The standard employee group defined with an ID of EMPLOYEES is automatically selected for all employees and <u>cannot</u> be changed.

28. Click the **Save** button.

29. Continue adding the remaining information for the employee if needed.

Leaves Screen (Employees)

Completing the Leaves Screen in the Employee File:
1. From within the Employee File, click the **Leaves** tab.
2. To add a leave to the employee, complete the following:
   a. Click the **New Record** button.
   b. Enter the ID for the leave to add in the Leave ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. See **Diagram A**.

Diagram A

   c. Enter the starting date of the current fiscal year for the leave for the employee in the Start Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.
   d. Enter the ending date of the current fiscal year for the leave for the employee in the End Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field <u>blank</u> to default to an ending date as based on a 12-month fiscal year.
   e. Select the Active field to stipulate the leave is currently active and used by the employee. A checkmark will appear in the box if the field is selected. When adding a new leave for an employee, the Active field is selected by default.
   f. Enter the number of total units of the leave the employee started with at the beginning of the fiscal year in the Beginning Balance field. The number can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable.

   Note: If starting to track leaves in the middle of a fiscal year, enter the number of total units of the specified leave the employee has as of the point it is being tracked on the system in this field; in future years, this field will show the balance for the leave as of the beginning of the fiscal year.

   Tip: The description for how the leave is tracked for the employees (for example, in days or hours) is displayed in the Unit of Tracking field within the Leave File.
   g. If an employee can only accumulate up to a certain number of units in one fiscal year for the leave, enter the number for the maximum in the Maximum Balance field; otherwise, leave this

field blank. The number can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable.

h. If the employee earns units for the leave each pay period (for example, earns one day each pay period), enter the number of units to accrue each pay period in the Units Per Pay Period field. If the employee accrues time for the specified leave only once a year (for example, at the beginning of the school year), leave this field blank. The number can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable.

i. If a number greater than zero (**0**) is entered in the Units Per Pay Period field, the Maximum Earned field is enabled. If an employee can only accumulate a certain number of units for the leave accrued for all the pay periods in one fiscal year, enter the number for the maximum in the Maximum Earned field; otherwise, leave this field blank. The number can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable.

j. If only a certain number of units for the leave can be rolled forward to the next fiscal year, enter the number for the maximum in the Carry Over Maximum field. The number can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable. If all the units of a leave can be rolled forward to the next fiscal year, or the leave does not carry forward to the next fiscal year, leave this field blank.

k. If the balance for the leave at the end of the fiscal year for the employee rolls forward to the next fiscal year (becomes the Beginning Balance for the leave for the next fiscal year), select the Carry Over Balance field. A checkmark will appear in the box if the field is selected.

l. If the leave is defined in the Leave File to print summary or detail information on the check stubs, and also display in Web Link (if applicable), select the Hide on Check & in Web Link field to exclude the information for the leave from printing on the employee's check stub and also from displaying in Web Link. A checkmark will appear in the box if the field is selected.

m. The Unit of Tracking field displays the data entered in the Unit of Tracking field in the Leave File for the specified leave and cannot be changed. The field is for informational purposes only (does not affect any entries for the leave).

n. All the entries made for the leave for this employee, including the absence entries in Employee Absences, Pay Period Entries, or Time Cards, entries posted from the Adjust Leave Balances option, and entries for leave requests (if applicable), display in the Leave Detail List. The absence entries included in posted batches of Employee Absences or Pay Period Entries (those processed as part of an updated Payroll check cycle) and the entries posted from the Adjust Leave Balances option display here with a checkmark in the Posted column. The absence entries in unposted batches of Employee Absences or Pay Period Entries (including approved leave request entries selected and brought into a batch of Employee Absences or Pay Period Entries) display here without a checkmark in the Posted or Pending Approval columns. The absence entries in unposted batches of Time Cards display here with a comment of "(Time Card Entry)" and without a checkmark in the Posted or Pending Approval columns. The leave request entries that have been approved but not yet selected and brought into a batch of Employee Absences or Pay Period Entries display here with a comment of "Leave Request Entry" and without a checkmark in the Posted or Pending Approval columns. The leave request entries that have been submitted but not yet approved display here with a comment of "Leave Request Entry" and a checkmark in the Pending Approval column. The unsubmitted leave request entries display here with a comment of "Leave Request Entry Unsubmitted" and without a checkmark in the Posted or Pending Approval columns.

Note: If needed, the Start Date, End Date, and Comments fields can be edited for an entry if displayed in white (rather than gray).

3. Click the **Save** button.

Note: Once the leave is saved for the employee, the Posted Balance and Total Balance for the leave display in the Employees Leaves List located on the bottom of the screen, along with the Unposted or Approved, Pending Approval, and Unsubmitted totals. The Posted Balance reflects the Beginning Balance amount, plus the Posted Earned amount, less the Posted Taken amount. The Unposted or Approved total includes all absence entries (including approved leave request entries) in unposted batches of Employee Absences, Pay Period Entries, and Time Cards, and approved leave request entries not yet brought into a batch. The Pending Approval total includes all the leave request entries that have been submitted but not yet approved. The Unsubmitted total includes the

leave request entries that have <u>not</u> yet been submitted (and leave requests that have been rejected or recalled and <u>not</u> yet cancelled or deleted). The Total Balance reflects the Posted Balance, less the Unposted or Approved amount, less the Pending Approval amount, less the Unsubmitted amount.

Tip: Entries for leaves with *negative* units (entered in Pay Period Entries, Employee Absences, or Time Cards) can be defined to display as a *positive* Earned amount or as a *negative* Taken amount in the Leave Detail List and the Employee Leaves List (and on the employee check and direct deposit stubs, if the leave is set to display the detail information) by selecting or unselecting the Show Negative Leave Entries as Earned field in the Payroll System File.

4. Repeat Steps 2-3 until all the applicable leaves have been added for the employee.
5. Continue adding the remaining information for the employee if needed.

Taxes Screen (Employees)

Completing the Taxes Screen in the Employee File:
1. From within the Employee File, click the **Taxes** tab.
2. To add a tax to the employee, complete the following:
3. Click the **New Record** button.
   a. Enter the ID for the tax to add in the Tax ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
   Note: Only the active taxes appear by default when searching, but the filters can be changed if needed.
   b. Select the Active field to stipulate the tax is currently active and used by the employee. A checkmark will appear in the box if the field is selected. When adding a new tax for an employee, the Active field is selected by default. See **Diagram A**.
   c. If applicable, complete the W4 Information section.
   - If adding Federal or State Income Tax to the employee, the Tax Table field is enabled. In the Tax Table field, enter the appropriate letter for which table to use to withhold taxes for the employee, as stipulated on the employee's completed W-4 Form, or click the **down-arrow** button to select the correct one.
   - If adding Federal or State Income Tax to the employee, the Exempt field is enabled. Select the Exempt field to override the tax table (not calculate and withhold the amount specified from the designated tax table). A checkmark will appear in the box if the field is selected. Typically, this field is selected for employees who want to override the tax table and instead have a specific amount or percent withheld (stipulated in the Additional Taxes section).
   - If adding Federal Income Tax or State Income Tax (for all states except Missouri) to the employee and the Exempt field is not selected, the Allowances field is enabled. In the Allowances field, enter the number of allowances the employee is claiming as stipulated on the employee's completed W-4 Form. The number can be up to **2** digits long.
   - If adding Illinois State Income Tax to the employee, the Additional Allowances field is enabled. If applicable, enter the number of allowances the employee is claiming in Line 2

Diagram A

for additional allowances as stipulated on the employee's completed IL-W-4 Form in the Additional Allowances field,. The number can be up to **2** digits long.

- If adding Maryland State Income Tax to the employee, the Percent Local Income Tax field is enabled. If applicable, enter the rate (percentage) for the local income tax for the employee to add to the state income tax rate (as defined in the Tax File) in the Percent Local Income Tax field. The number can be up to **4** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.

- If adding Nebraska State Income Tax to the employee, the Override Documentation field is enabled. Select the Override Documentation field to override the Special Withholding Procedures (LB223) for calculating Nebraska State Income Tax because of one of the following reasons: 1) the employee has provided the school district with the appropriate documentation to justify a lower withholding percentage, or 2) the school district has less than 25 employees. A checkmark will appear in this box if the field is selected.

  Note: If this field is unselected, the system will do additional figuring during the payroll calculation to determine if the employee's state withholding tax meets the regulations of the designated withholding rate (which is currently 1.5%) or the threshold for minimum withholding set by the state tax commissioner (which is 50% of a single person with one exemption or a married person with two exemptions).

- If adding Federal Income Tax to the employee, the Nonresident Alien field is enabled. Select the Nonresident Alien field if the employee is a nonresident alien. A checkmark will appear in this box if the field is selected.

d. If applicable, complete the Multiple States section.

- If adding State Income Tax to the employee, the Subtract State 1 field is enabled. If the employee lives in a different state than where the school district is located and the employee needs to pay state income tax to both states, select the Subtract State 1 field to decrease the amount withheld for this state income tax by the amount of state income tax withheld from the other state. For example, select this field for the state income tax where the employee lives to subtract the income tax withheld for the other state from its total. A checkmark will appear in this box if the field is selected.

e. If adding Federal or State Income Tax, the Additional Taxes section is enabled. If the employee wants to have an additional fixed dollar amount or percent of gross wages withheld for the Federal or State Income Tax, complete the following:

- Enter the appropriate type (**Fixed** or **Percent**) to withhold for the additional taxes in the Rate Type field, or click the **down-arrow** button to select the correct one. To withhold an additional designated dollar amount, enter **Fixed**. To withhold an additional percent of gross wages, enter **Percent**.

- Select the Regular Pay Period Only field to withhold the additional taxes only during a regular payroll. A checkmark will appear in the box if the field is selected. Typically, this field will be selected.

  Note: A regular payroll for an employee is the *first* check (check sequence) for the employee matching the employee's default checking account during a payroll calculation of all types including that employee's pay group <u>except</u> an Extra payroll calculation type.

- Enter the amount (fixed dollar amount or percentage) in the appropriate pay period field in the Additional Tax Amounts List. If the additional taxes should be withheld each pay period, enter the amount in the Every Pay Period field. If there are multiple payrolls in one month and the additional taxes should only be withheld on a specific week, enter the amount in the appropriate Week number field. For example, if the additional taxes should only be withheld the second week of the month, enter the amount in the Week 2 field. The amount can be up to **14** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.

f. If desired, click the **Expensed Payroll** tab to view the expensed payroll information for this tax for the employee. The fields in the Expensed Payroll List are disabled, as the fields are updated automatically to track the taxes that are expensed at the end of the fiscal year; if needed, contact Customer Support for assistance to enter or edit the information in the fields.

g. In the Cross References List, select the pay codes and deductions that will be included in the taxable gross for the tax for this employee. If the wages from a pay code are to be included in the taxable gross for the tax, the pay code must be selected. If the employee's share of a deduction is to be included in the taxable gross for the tax, the deduction must be selected. The

defaults from the Tax File that are applicable to this employee will be selected, but can be changed. To select a pay code or deduction, click once on the box to the left of the ID. To select all of the IDs for the pay codes or deductions, click the box located by itself (without a label) at the top of the pay codes and the top of the deductions. A checkmark will appear in the box if the pay code or deduction is selected.

Note: If a pay code should be taxed at the supplemental rate (only applicable for FIT and SIT), click the box for Supplemental Rate that appears to the right of the pay code ID and description in the Cross References List.

3. Click the **Save** button.
4. Repeat Steps 2-3 until all the applicable taxes have been added for the employee.
5. Continue adding the remaining information for the employee if needed.

Wages Screen (Employees)

Completing the Wages Screen in the Employee File:

1. From within the Employee File, click the **Wages** tab.
2. To add a pay code to the employee, complete the following:
   a. Click the **New Record** button.
   b. Enter the ID for the pay code to add in the Pay Code ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. See **Diagram A**.

      Note: Only the active pay codes appear by default when searching, as only an active pay code can be added to an employee. Once a pay code is specified, if it has a default rate and/or expense account entered in the Pay Code File, the rate and/or note stating the pay code has default expense accounts displays after the description (when cursor is placed over the Pay Code ID field).

Diagram A

   c. Select the Active field to stipulate the pay code is currently active and used by the employee. A checkmark will appear in the box if the field is selected. When adding a new pay code for an employee, the Active field is selected by default.
   d. If the pay code being added to the employee is the employee's main contract or regular rate, select the Primary Pay Code field. A checkmark will appear in the box if the field is selected.

      Note: An employee can have only *one* pay code selected as the primary (per Fiscal Year End).
   e. Enter the **4-digit** year of the ending fiscal year date for which the pay code is applicable in the Fiscal Year End field. The Current Fiscal Year End from the Payroll System File will appear as the default, but can be changed.
   f. Enter the description for the pay code that will print on the employee's check stub in the Check Description field. The description can be up to **15** characters long. The description of the pay

code (from the Pay Code File) will appear as the default, but can be changed to be more descriptive for this employee.

Note: If two or more pay codes for this employee have the same check description, they will be combined on the check stubs, the Payroll Register reports, and the Distribution Report by Expense Account with Detailed Earnings.

g. If adding a contract pay code, enter the date on which the contract should start to be paid in the Start Date field, or leave the Start Date field blank to start paying the contract in the next applicable Payroll check cycle. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the Start Date field blank if adding a unit pay code.

h. If adding a contract pay code, enter the total amount of the contract in the Total Contract field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable. If adding a unit pay code, leave the Total Contract field blank, unless one of the specific state reports included in the note below will be generated or if using Negotiations (in which case this field will be updated automatically once the Pay Rate and Total Hours fields have been completed for use with Negotiations).

Note: For Iowa school districts only, complete this field for any unit pay code to be included in the compensation totals on the IA BEDS Report. **For Missouri school districts only,** complete this field for any unit pay code to be included in the total for the Annual Base Salary on the retirement report, or the Yearly Contract Salary column on the Kansas City Retirement Report.

i. If adding a contract pay code, the Contract Balance field is enabled. Enter the amount remaining to be paid to the employee on the contract in the Contract Balance field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable. The amount entered in the Total Contract field will appear as the default, but can be changed.

j. For all contract pay codes and for those unit pay codes used in Negotiations, enter the number of times the employee will get paid in the Total Payments field; otherwise, leave this field blank. The number can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable.

k. If adding a contract pay code, the Remaining Payments field is enabled. Enter the number of payments remaining to be paid on the contract in the Remaining Payments field. The number can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable. The number entered in the Total Payments field will appear as the default, but can be changed.

l. If adding a unit pay code and the employee has another pay code set up for the same year with the Primary Pay Code field selected and the Pay Rate field completed, the Pay Rate Same as Primary Pay Code field is enabled. Select the Pay Rate Same as Primary Pay Code field to use the rate from the pay code defined as the primary as the pay rate for this pay code being added. A checkmark will appear in the box if the field is selected.

Note: The Pay Rate Same as Primary Pay Code field is disabled if adding a contract pay code or adding a pay code defined as the primary pay code for the employee.

m. If adding a contract pay code, the system will automatically calculate the rate per pay period (Contract Balance divided by Remaining Payments) and display the amount in the Pay Rate field. If adding a unit pay code, enter the rate per unit (for example, hourly or daily rate) in the Pay Rate field, or leave this field blank to have the system use the default rate entered in the Pay Code File for this pay code, if applicable. The rate can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable.

Note: If the Pay Rate Same as Primary Pay Code field is selected, the Pay Rate field is disabled and shows the pay rate from the pay code defined as the primary.

n. If a default rate was entered in the Pay Code File for the specified pay code (applicable for unit pay codes only), the rate displays in the Default Pay Rate field. The default rate cannot be changed on this screen.

Tip: To use the default rate for the employee, leave the Pay Rate field blank. By leaving the Pay Rate field blank, the system will know to use the default rate when making entries for the employee during a pay period; then if the default rate ever changes, the rate will only need to be updated in the Pay Code File and the Employee File will not need to be updated.

o. If desired, enter any additional information to track for the employee and the pay code in the Comments field. The comment can be up to **1,000** characters long.

p. Enter the ID of the pay group to use for this pay code for the employee in the Pay Group ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. Leave this field <u>blank</u> to default to the ID of the pay group entered on the Employment screen for the employee.

q. Only complete the Total Hours field for unit pay codes used in Negotiations or for the applicable states included in the note below. If applicable, enter the number of total hours the employee is estimated to work this fiscal year in the Total Hours field; otherwise, leave this field <u>blank</u>. The number can be up to **8** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.

   Note: For Iowa and Missouri school districts only, if adding a unit pay code and an amount is designated in the Pay Rate field, enter the number of units the employee will be paid with this particular pay code in this field and then the system will calculate the total dollar amount and display it automatically in the Total Contract field for use when printing the applicable state reports (see note above for Total Contract field).

r. Enter the ID of the checking account from which the wages for this pay code for the employee will be paid in the Checking Account ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. Leave this field <u>blank</u> to default to the ID of the checking account entered on the Employment screen for the employee.

s. Enter the desired check sequence (**1** to **99**) for the pay code in the Check Sequence field to stipulate whether to include the wages for this pay code on only one check or separate checks if there are multiple pay codes for the employee. If there is more than one pay code for the employee and *separate* checks should be printed during the check cycle for each pay code, enter a *different* sequence number for each pay code in the Check Sequence field. If there is more than one pay code for the employee and *only one* check should be printed during the check cycle, enter the *same* sequence number in the Check Sequence field for all the pay codes. Leave this field <u>blank</u> to default to a check sequence of **1**.

t. Only if the employee will be *paid from two different checking accounts* or has *more than one check sequence* and deductions should be expensed and withheld from *all* checks, enter the percentage in the Percent of Deductions field for the share to be expensed and withheld from this pay code (check sequence). The number can be up to **8** digits long (including the decimal point) and will be rounded to **4** decimal places by the system if capable. The system will assume **100%** if this field is left <u>blank</u> and will then take the deduction out once for each check sequence. The calculation for the percent of deductions will only take into account those deductions that are defined with dollar amounts and will calculate deductions defined with percentages as normal.

u. If adding a contract pay code, the Regular Days field is enabled. If desired, enter the regular number of days the employee is contracted to work in the Regular Days field. The number of regular days <u>cannot</u> be *greater than* **9,999**, but can be up to **9** digits long (including the decimal point) and will be rounded to **4** decimal places by the system if capable.

v. If adding a contract pay code, the Additional Days field is enabled. If desired, enter the number of additional days the employee is contracted to work (beyond the regular number of days) in the Additional Days field. The number of additional days <u>cannot</u> be *greater than* **999**, but can be up to **8** digits long (including the decimal point) and will be rounded to **4** decimal places by the system if capable.

w. If adding a contract pay code, the Absence Per Day field is enabled. If desired, enter the rate per day the employee earns on the contract in the Absence Per Day field. The rate can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable. The default calculated by the system (Total Contract divided by total of Regular Days plus Additional Days) will appear, but can be changed.

x. If adding a contract pay code, the Hours Per Day field and the Hours Per Payroll field are enabled. To track the hours worked for the employee for this pay code, complete either the Hours Per Day field or the Hours Per Payroll field; both fields <u>cannot</u> be completed.

   - If desired, enter the number of total hours the employee works per day in the Hours Per Day field. Typically, the Hours Per Day field is only completed for the main contract. The number <u>cannot</u> be *greater than* **24**, but can be up to **8** digits long (including the decimal point) and will be rounded to **4** decimal places by the system if capable. When calculating a payroll, the number entered in this field is multiplied by the number entered in the Days This

Pay Period field for the payroll calculation batch to reflect the total number of hours worked in the pay period for the employee for the particular pay code.

- If desired, enter the number of total hours the employee works in a pay period for the contract in the Hours Per Payroll field. The number <u>cannot</u> be *greater than* **2,080**, but can be up to **8** digits long (including the decimal point) and will be rounded to **4** decimal places by the system if capable. When calculating a payroll, the number entered in this field is reflected as the total number of hours worked in the pay period for the employee for the particular pay code.

Note: Tracking hours worked is required if the Affordable Care Act (ACA) Hours Tracking option within the School Accounting System will be completed. Also, tracking hours worked is required for inclusion on the applicable government reports for school districts in Missouri (for only employees with a retirement system and wage type of **R** for Retired Working Member or **X** for Non-Member), Nebraska, North Dakota (for teachers only), and Wyoming.

y. If workers' compensation classes are defined, the Workers' Compensation Class ID Override field is enabled. To tie a different workers' compensation class to this pay code for the employee rather than use the one assigned in the Pay Code File, enter the ID of the class in the Workers' Compensation Class ID Override field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

z. Click the **Expense Accounts** tab (located in the upper right corner of the Wages screen) to enter the expenditure account number(s) to be debited for the salaries from this pay code for the employee.

- If a default expense account was entered in the Pay Code File for the specified pay code, the Use Pay Code Defaults field is enabled and will be selected by default. If applicable, select the Use Pay Code Defaults field to use the default expense account number(s) from the Pay Code File. A checkmark will appear in the box if the field is selected.

- If the employee has another pay code set up for the same year with the Primary Pay Code field selected and the Expense Accounts List completed, the Use Primary Pay Code Expense Accounts field is enabled. Select the Use Primary Pay Code Expense Accounts field to use the expense accounts from the pay code defined as the primary for this pay code being added. A checkmark will appear in the box if the field is selected.

Note: The Use Primary Pay Code Expense Accounts field is disabled if adding a pay code defined as the primary pay code for the employee.

Tip: Only either the Use Primary Pay Code Expense Accounts field or the Use Pay Code Defaults field can be selected; both fields <u>cannot</u> be selected.

- To enter an account number, in the blank line (indicated with an asterisk) at the bottom of the Expense Accounts List, enter the account number in the Chart of Account Number field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. Then click **Enter Percents** to designate what percent of the total rate is to be expensed to the specified account number; when entering the first account number, **100** will default in as the percent but can be changed as needed. To specify a fixed dollar amount of the total rate to be expensed to the specified account number, click **Enter Dollars** and then key the amount; the system will then calculate the percentage automatically. If the Use Pay Code Defaults field was selected, the default expense accounts from the Pay Code File display in the Pay Code Default Expense Accounts List and <u>cannot</u> be changed; then if the default expense accounts ever change, the expense account number will only need to be updated in the Pay Code File and the Employee File will <u>not</u> need to be updated. If the Use Primary Pay Code Expense Accounts field was selected, the expense accounts from the pay code defined as the primary display in the Primary Pay Code Expense Accounts List and <u>cannot</u> be changed.

Note: If a default expense account was entered in the Pay Code File for the specified pay code, click the **Copy From Pay Code** button to copy the expense account number(s) from the Pay Code File into the Expense Accounts List in order to use <u>and</u> save the expense account number(s) with this pay code for the employee. To copy the expense account number(s) from another pay code defined for this employee, click the **Search Employee Expense** button located at the bottom of the Expense Accounts List and then select the desired pay code.

aa. In the Cross References List, select the taxes and deductions that apply to the pay code for this employee. If the wages paid with the pay code are to be included in the taxable gross for a

particular tax, the tax must be selected. If the deduction is to be expensed against the pay code, the deduction must be selected. The defaults from the Pay Code File that are applicable to this employee will be selected, but can be changed. To select a tax or deduction, click once on the box to the left of the ID. To select all of the IDs for the taxes or deductions, click the box located by itself (without a label) at the top of the taxes and the top of the deductions. A checkmark will appear in the box if the deduction or tax is selected.

Note: If this pay code should be taxed at the supplemental rate (only applicable for FIT and SIT), click the box for Supplemental Rate that appears to the right of the tax ID and description in the Cross References List.

bb. If desired, click the **Expensed Payroll** tab to view the expensed payroll information for this pay code for the employee. The fields in the Expensed Payroll List are disabled, as the fields are updated automatically to track the wages that are expensed at the end of the fiscal year; if needed, contact Customer Support for assistance to enter or edit the information in the fields.

cc. **For Illinois school districts only,** click the **Illinois EIS** tab to complete the employee's position information for the pay code for use with the Illinois Employment Information System option.

dd. **For Missouri school districts only,** click the Missouri Retirement tab and complete the fields for use with the Missouri Retirement Report as follows:

- If the employee's payroll (reporting) type for the pay code is different than the default one entered in the Payroll Cycle custom field (on the Custom Fields screen), enter the ID for the appropriate **1-digit** code to use for the pay code in the Payroll Cycle Override field, or click the **down-arrow** button to select the correct one. Otherwise, leave the Payroll Cycle Override field <u>blank</u>.

- If the employee's wage type for the pay code is different than the default one entered in the Wage Type custom field (on the Custom Fields screen), or the default wage type automatically assigned by the system for the employee if the Wage Type custom field is <u>blank</u>, enter the ID for the appropriate **1-digit** wage type to use for the pay code in the Wage Type Override field, or click the **down-arrow** button to select the correct one. Otherwise, leave the Wage Type Override field <u>blank</u>.

   Note: The Wage Type Override field is disabled if the Wage Type field is <u>not</u> completed on the Report Options screen in the Missouri Retirement Report.

- If the employee's position code for the pay code is different than the default one entered in the Position Code custom field (on the Custom Fields screen), enter the ID for the appropriate **3-digit** position code to use for the pay code in the Position Code Override field, or click the **down-arrow** button to select the correct one. Otherwise, leave the Position Code Override field <u>blank</u>.

   Note: The Position Code Override field is disabled if the Position Code field is <u>not</u> completed on the Report Options screen in the Missouri Retirement Report.

3. Click the **Save** button.
4. Repeat Steps 2-3 until all the applicable wages have been added for the employee.
5. Continue adding the remaining information for the employee if needed.

MAINTENANCE AND MISCELLANEOUS

Deductions

The Deductions option, which is in Payroll but can also be accessed from Negotiations (if applicable), is used to define the deductions and benefits that are withheld from the employees or paid by the employer during a Payroll check cycle. Deductions are first defined in the Deduction File and then tied to each employee in the Employee File. A deduction can be paid by the employee, employer, or split between the two. The rates for deductions can be set up individually in each employee's record or in a rate table within the Deduction File if the rates are standard and apply to several employees. If the deduction rates are set up in a rate table, when the rates change, only the rate table needs to be updated with the correct amounts.

During a Payroll check cycle, the system subtracts the amounts for each deduction from the employees' earnings and expenses the amounts paid by the employer. The total amount withheld and expensed for each deduction is placed in the specified payables account until the check is written. The checks for the deductions (issued to payees) can be printed automatically during the Payroll check cycle, and multiple deductions can be set up to print to the same payee, if necessary. Detailed reports can be generated showing each deduction and the amounts withheld and expensed for each employee for a particular deduction.

<u>Adding a Deduction</u>:
1. From the Payroll screen, select the **Maintenance** menu and then **Deductions**.

    Note: If desired, to access the Deduction File from Negotiations (if applicable), select the **Payroll** menu from the Negotiations screen and then **Deductions**.

2. At the Deductions screen, click the **New Record** button.

    Note: For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

3. Click the **General** tab to complete the general information for the deduction.

    a. Enter a unique ID for the deduction in the Deduction ID field. The ID can be alphanumeric and up to **10** characters long (no spaces). See **Diagram A**.

    Note: To have the system automatically assign the ID *using the first 10 characters (letters and numbers only)* of the description (as entered in the Deduction Description field), leave the ID field <u>blank</u>; once the record is saved, the ID will be assigned.

    Tip: To help tie the deduction and payee together, use the same IDs for both, if applicable.

    b. Select the Active field to stipulate the deduction is currently active and used by the district. A checkmark will appear in the box if the field is selected. When adding a new deduction, the Active field is selected by default.

    Note: If the Active field is unselected (a checkmark does <u>not</u> appear in the box) for an existing deduction, the deduction will no longer be withheld or expensed for employees who previously had the deduction set up.

    c. Enter a description for the deduction in the Deduction Description field. The description can be up to **40** characters long.

    d. Enter the appropriate type (**Add**, **Deduction**, **Individual Bank Account Deduction**, **Payment In Kind**, or **Percent of Net**) for the deduction in the Deduction Type field, or click the **down-arrow** button to select the correct one. If the deduction is paid by the employer and increases the gross wages for the employees, enter **Add**. If the deduction is withheld from the gross wages of the employees, or paid by the employer as a benefit (does <u>not</u> affect the gross wages for the employees), enter **Deduction**. If the deduction is withheld from the gross wages of the employees or paid by the employer, and then electronically deposited into an individual bank account for the applicable employees (for example, a health savings account deduction), enter **Individual Bank Account Deduction**. If the deduction will increase the taxable gross but <u>not</u> affect the gross wages, enter **Payment In Kind**. If the deduction is a percentage of net wages (amount is withheld from the employee or paid by the employer), enter **Percent of Net**; the amount included in the net wages is figured after the unselected cross references (deductions and taxes) are reduced, and so to setup a "true" percent of net deduction, leave all cross references unselected except for the pay codes.

Note: If adding a deduction with **Individual Bank Account Deduction** as the Deduction Type, the account number for the individual bank accounts (for example, health savings accounts) and corresponding bank information for the applicable employees will be entered on the Deductions screen in the Employee File; direct deposit must be setup in Payroll if deductions with **Individual Bank Account Deduction** as the Deduction Type will be utilized as the deposit amounts to the individual bank accounts will be transferred electronically. If desired, deductions for health savings accounts can be set up differently without using direct deposit (not using **Individual Bank Account Deduction** as the Deduction Type; checks are written to the various institutions instead). Refer to the Health Savings Account Deductions Setup Checklist for more information on the different ways to set up health savings account deductions in the School Accounting System.

e. Enter the description for the deduction that will print on the employee check stubs in the Deduction Check Description field. The description can be up to **15** characters long.

   Note: If two or more deductions have the same check description, those deductions will be combined on the check stubs, the Payroll Register reports, and the Distribution Report by Expense Account (with Detailed or Summary Earnings).

f. If applicable, enter the ID assigned to the school district for the deduction in the School ID Number field. The ID can be alphanumeric and up to **20** characters long.

g. In the Payables Mask field, enter the mask for the balance sheet payable account that will retain the money withheld or expensed for the deduction until the check is written. **When entering the mask, be sure to follow the balance sheet account structure defined for your organization, key spaces between the account dimensions, and use Xs as placeholders.**

Diagram A

Note: The Payables Mask field is disabled and <u>not</u> applicable for deductions with a Deduction Type of **Add** or **Payment In Kind**.

h. If all or part of the deduction is paid by the employer, enter the mask for the expenditure account to be debited for the employer's share of the deduction in the Expense Mask field; when the employer's share of the deduction is expensed during a check cycle, the placeholders for the mask will be replaced with the valid account dimensions from the salary expense accounts defined for the employees. Leave this field <u>blank</u> if the deduction is only paid by the employees or the deduction is a Payment In Kind type. **When entering the mask, be sure to follow the expenditure account structure defined for your organization, key spaces between the account dimensions, and use Xs as placeholders.**

    Note: The Expense Mask field is disabled and <u>not</u> applicable for deductions with a Deduction Type of **Percent of Net**.

i. Enter the sequence number of the deduction in the Deduction Sequence field. The sequence number tells the system in what order to process employee deductions and tax withholdings. The system must calculate the wages and deductions in a certain order to determine the correct amount of taxable wages and withholdings. Each deduction type carries a sequence value in the **100** to **900** range. The system processes the lower values first. The deductions with an Add type are the *first* deductions processed since they increase the gross wages and thus have a sequence value in the 100s. The deductions with a Payment In Kind type are the next deductions processed and carry a sequence value in the 200s. Miscellaneous deductions, annuities, flex deductions, and percent of net deductions carry a sequence value in the 500s. The retirement deductions are the last deductions processed (with the exception of the percent of net deductions) and have a sequence value in the 900s. The sequence number as based on the Deduction Type will appear by default, but can be changed, if needed.

    Note: Two or more deductions can have the same sequence number; however, to control the order of each deduction, if desired, increment the sequence number (for example, 501, 502, 503, etc.).

j. If desired, enter the rate type (**Fixed**, **Fixed Table**, **Multiplier Percent**, **Percent**, or **Percent Table**) to use as the default for this deduction in the Rate Type field, or click the **down-arrow** button to select the correct one. If the deduction rate is a fixed dollar amount and entered individually for each employee, enter **Fixed**. If the deduction rate is a fixed dollar amount and set up in a rate table within the Deduction File, enter **Fixed Table**. If the deduction rate is a percentage per $1,000 of the employees' annual wages (or inflated wages) less a particular limit (if applicable) using rates entered in a rate table based on the age of the employee, enter **Multiplier Percent**. If the deduction rate is a percentage of gross wages and entered individually for each employee, enter **Percent**. If the deduction rate is a percentage of gross wages and set up in a rate table within the Deduction File, enter **Percent Table**.

    Note: If **Percent of Net** is selected as the Deduction Type, the Rate Type field is set to *Percent of Net* and <u>cannot</u> be changed.

k. Select the Declining field for the deduction to have the Declining field (on the Deductions screen in the Employee File) selected by default when adding the deduction to an employee. A declining deduction is one that is set up with a declining balance and stops when the balance is zero. A checkmark will appear in the box if the field is selected.

l. If the deduction is a retirement deduction for your state's retirement system, select the State Retirement System Deduction field. A checkmark will appear in the box if the field is selected.

m. **For Missouri school districts and applicable Illinois school districts only**, select the Retirement on Board's Share field if the employer's share of the deduction increases the retirement taxable gross wages. A checkmark will appear in the box if the field is selected.

n. If applicable, enter the date to start using the deduction in the Start Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

o. If applicable, enter the date to stop using the deduction in the End Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

p. Select the Exclude from Expense Payroll field to <u>not</u> have a deduction expensed as part of an Expense Payroll or Reversing GAAP (applicable for Iowa school districts who reverse GAAP expense only) payroll batch processed at the end of the fiscal year. A checkmark will appear in the box if the field is selected.

Note: If this field is selected, the system will still include (calculate) the deduction during the Expense Payroll or Reversing GAAP payroll calculation in order to correctly figure the gross taxable wages for Social Security and Medicare, but the deduction will not be expensed to General Ledger. The deduction will be reflected on the General Ledger Distribution Report - Detail as debiting and crediting the Benefit Payables account (essentially canceling each other out).

q.   If the Exclude from Expense Payroll field is selected, the Exclude After Date field is enabled. If applicable, to exclude the deduction from only certain expensed pay periods (date sequences), enter the date on which to start excluding (not expensing) the deduction in the Exclude After Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave this field blank to exclude the deduction for all expensed pay periods (date sequences). For example, to exclude (not expense) the deduction for both the July and August pay periods, leave this field blank; however, to include (expense) the deduction for the July pay period but then exclude (not expense) the deduction for the August pay period, enter August 1 for the appropriate year (**08/01/yyyy**) in this field.

r.   If applicable, complete the Payee Check Information section for the deduction.

Note: The Payee Check Information section is disabled and not applicable for deductions with a Deduction Type of **Add**, **Individual Bank Account Deduction**, or **Payment In Kind**.

- To have the system automatically print a check during the Payroll check cycle for the amounts withheld and expensed for the deduction, enter the ID of the payee for which to write the check in the Payee ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. If the Payee ID field is left blank, the system accumulates the amount withheld and expensed in the specified payable account(s) in General Ledger but will not print a check for the deduction during a Payroll check cycle.

  Note: Only the active payees appear by default when searching, but the filters can be changed if needed.

- If desired, to not print a check to the specified payee (entered in the Payee ID field) but have the amount that is withheld and expensed for the deduction accumulate in the specified balance sheet payable account(s) in General Ledger and tracked in the Deductions Payable option in Payroll (so that a check can be written from Payroll at a later time), select the Hold Check field. A checkmark will appear in the box if the field is selected.

  Note: If needed, there is also a Hold Check field on the Deductions Payable screen that can be utilized (selected) instead to not print the check for the deduction for just a particular checking account and fund.

- To print the check to the specified payee (entered in the Payee ID field) only when completing a Payroll check cycle for a particular pay group, enter the ID of the desired pay group in the Pay Group ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

s.   Complete the W2 Information section for the deduction.

- To mark the Retirement Plan checkbox in Box 13 on the W2 for those employees with this deduction, select the Retirement Plan (Box 13) field. A checkmark will appear in the box if the field is selected.

- If the deduction should have the year-end totals post to the W2s, enter the information for the applicable W2 box(es) in the W2 Information List. To add a W2 box, complete the following in the blank line (indicated with an asterisk) at the bottom of the W2 Information List:

  ° Enter the box number (and letter, if applicable) for where to post the year-end totals on the W2 for the deduction in the Federal Form Box ID field, or click the **down-arrow** button to select the correct one. For example, 403(b) annuities should post to Box 12E on the W2.

  ° Enter the appropriate type for which share of the deduction (**Employee**, **Employer**, or **Both**) to print on the W2 in the Share to Print field, or click the **down-arrow** button to select the correct one. To only have the share paid by the employee included in the deduction total on the W2, enter **Employee**. To only have the share paid by the employer included in the deduction total on the W2, enter **Employer**. To have the shares paid by both the employee and employer included in the deduction total on the W2, enter **Both**.

        ° If **14** is specified in the Federal Form Box ID field, the Box 14 Description field is enabled. Enter a short description that will print on the W2 for the total for this deduction in Box 14 in the Box 14 Description field. The description entered into this field can be up to **15** characters long, but keep in mind, all **15** characters may <u>not</u> print on the actual W2s as the field is defined with a set width on the W2 forms, and the number of characters allowed on the forms varies based on the selected W2 format, whether or not capital letters are used, and the specific letters included (for example, some uppercase and lowercase letters are wider than others). The description entered in the Deduction Check Description field will appear as the default, but can be changed.

          Note: Deductions with the same Box 14 Description will be combined together on the W2.

        ° If applicable, repeat these steps until all the debit account numbers have been added.

          Note: To remove an entry from the W2 Information List, click the **Delete** button to the left of the desired entry; when prompted to delete the line, click **Yes**.

    t. Complete the Report Options section for the deduction.

       • Select the Print Gross Wages field to print the gross calculated for the deduction on the Deduction Register and Payroll Register Totals reports. A checkmark will appear in the box if the field is selected.

       • Select the Print Employee Social Security Number field to print the social security numbers for the employees on the Deduction Register for the deduction. A checkmark will appear in the box if the field is selected.

       • Select the Print Employee ID field to print the IDs for the employees on the Deduction Register for the deduction. A checkmark will appear in the box if the field is selected.

       • Select the Print Member Number field to print the member numbers for the employees (as entered on the Deductions screen in the Employee File) on the Deduction Register for the deduction. A checkmark will appear in the box if the field is selected.

       • Only if the deduction is paid entirely by the employer, select the Hide on Check field to <u>not</u> print the information for the deduction on the employee check or direct deposit stubs (or appear in Web Link, if applicable). A checkmark will appear in the box if the field is selected.

        Note: If this field is selected and a portion of the deduction is paid by the employee, the amounts on the employee check or direct deposit stubs will <u>not</u> balance to the amount of the net check.

       • If the Hide on Check field is <u>not</u> selected, the Print Rate Table Description on Check field is enabled. If applicable, select the Print Rate Table Description on Check field to print the rate table description used for calculating the deduction on the employee check or direct deposit stubs. A checkmark will appear in the box if the field is selected.

        Note: If this field is selected, the W4 Rate Table Description field must be included as a field in the Stub Deductions section for the desired check formats in the Check Setup - Employees option.

    u. In the Cross References List, select the taxes that will include the deduction in its taxable gross and the pay codes that allow this deduction by clicking the box to the left of the desired tax or pay code ID. A checkmark will appear in the box if the tax or pay code is selected. If the employee's share of the deduction is to be included in the taxable gross for a particular tax, the tax must be selected. If the deduction is allowed to be expensed against a particular pay code, the pay code must be selected. To select all of the IDs for the taxes or pay codes, click the box located by itself (without a label) at the top of the taxes and the top of the pay codes.

      Note: The retirement deductions (those with the State Retirement System Deduction field selected) also appear in the Cross References List when viewing other deductions; if the employee's share of the deduction is to be included in the retirement gross, select the retirement deduction. When viewing the retirement deduction, all the other deductions appear in the Cross References List; if the amounts withheld for a deduction should be included as part of the retirement gross, the deduction must be selected. When viewing a Percent of Net deduction, all the other deductions also appear in the Cross References List; the amount included in the net wages is figured after the unselected cross references (deductions and taxes) are reduced.

      Tip: For Percent of Net deductions, to setup a "true" percent of net, leave all cross references unselected except for the pay codes.

 4. Click the **Save** button.

 5. If applicable, click the **Rate Table** tab to enter limits and/or standard rates for the deduction.

a. To start or stop the deduction at a certain point, complete the Limits List as follows:

- If applicable, enter the amount to use as the lower limit for when the deduction should start in the Deduction Lower Limit field for the appropriate Deduction Limit Range field (Payroll, Month, Quarter, Calendar Year, or Fiscal Year). The amount can be up to **14** digits long (including the decimal point) and will be rounded to **2** decimal places by the system. See **Diagram B**.

- If applicable, enter the amount to use as the upper limit for when the deduction should stop in the Deduction Upper Limit field for the appropriate Deduction Limit Range field (Payroll, Month, Quarter, Calendar Year, or Fiscal Year). The amount can be up to **14** digits long (including the decimal point) and will be rounded to **2** decimal places by the system.

*Diagram B showing the Deductions window with the Rate Table tab selected. Callout: "Click the **Rate Table** tab." Deduction ID: HEALTHINS — Travelers Health Ins Co. Tabs: General, Rate Table, Deductions Payable.*

Limits section columns: Deduction Limit Range, Deduction Lower Limit, Deduction Upper Limit, Deduction Limit Type. Rows: Payroll, Month, Quarter, Calendar Year, Fiscal Year.

Deduction Rates section — Current Rates / New Rates columns: Rate Description, Employee Rate, Employer Rate, Rate Total, Rate Change Date, New Employee Rate, New Employer Rate, New Rate Total.

Rate Description	Employee Rate	Employer Rate	Rate Total	Rate Change Date	New Employee Rate	New Employer Rate	New Rate Total
FAMILY	163.00	259.00	422.00				.00
SINGLE	.00	259.00	259.00				.00
SUPT	.00	422.00	422.00				.00

Callout: "Only complete the New Rates fields if the rates for the deduction will change on a certain date."

Diagram B

- If a lower or upper limit is used, enter the type for the limit (**Employee**, **Employer**, or **Gross**) in the Deduction Limit Type field, or click the **down-arrow** button to select the correct one. To calculate the limit on the amount paid by the employee, enter **Employee**. To calculate the limit on the amount paid by the employer, enter **Employer**. To calculate the limit on the gross wages, enter **Gross**.

  Note: For lower limits, the type must be **Gross**. If adding a deduction with a Rate Type of **Multiplier Percent** and a particular limit or amount should be subtracted from the employees' annual wages (or inflated wages) before calculating the applicable rates, enter the amount to subtract as a lower limit on the Calendar Year for Gross.

b. To enter standard rates for the deduction, complete the Deduction Rates List as follows:

- In the blank line (indicated with an asterisk) at the bottom of the Deduction Rates List, enter the description for the rate in the Rate Description field; for example, Single Rate, Married Rate, etc. The description can be alphanumeric and up to **40** characters long. If desired, the description entered here can be set up to print on the employee check stubs and the Deduction Register.

  Note: The rates will be listed in the Deduction Rates List in alphabetical order.

- Enter the amount to be withheld from the employee's earnings in the Employee Rate field. The amount can be up to **14** digits long (including the decimal point) and will be rounded to **4** decimal places by the system.

- Enter the amount to be expensed and paid by the employer in the Employer Rate field. The amount can be up to **14** digits long (including the decimal point) and will be rounded to **4** decimal places by the system.

- The system will automatically calculate the total of the two amounts and display it in the Rate Total field. The amount displayed in the Rate Total field cannot be edited.

- If the rates for the deduction will change on a certain date, the new rates can be entered at this time by entering the date the new rates are effective in the Rate Change Date field (using the **mm/dd/yyyy** format or clicking the **down-arrow** button to select the desired date), and then entering the new amounts in the New Employee Rate field and the New Employer Rate field. The system will automatically calculate the total of the two amounts and display it in the New Rate Total field. The amount displayed in the New Rate Total field cannot be edited. Then once a payroll calculation batch is processed using a Check Date on or after the date entered in the Rate Change Date field, the new rates for the deduction will be used.

Note: If adding a deduction with a Rate Type of **Multiplier Percent**, be sure to enter a rate called "Multiplier Rate" as the Rate Description with the applicable multiplier for the wages entered in the Employee Rate or Employer Rate field. For example, if the deduction should be

calculated on one and one-half times the employees' wages (150% of the wages), enter **1.5** as the multiplier rate; if calculated on two times the wages (200% of the wages), enter **2**; or if calculated on the actual wages (100% of the wages), enter **1**. Then enter the rates for the various ages using the following specific wording: "Under" at the beginning of the Rate Description in the first age bracket, "Older" at the end of the Rate Description in the last age bracket, and the numbers of the ages at the beginning and end of the Rate Descriptions for the remaining age brackets; for example, use rate descriptions of "Under 25", "25 through 39", "40 through 69", and "70 and Older".

6.   Click the **Save** button.

7.   If applicable, click the **Deductions Payable** tab to set up an override payment if the deduction will require a check to be written for a different amount than what is withheld and expensed for the deduction.

Changing a Deduction:

1.   From the Payroll screen, select the **Maintenance** menu and then **Deductions**.

   Note: If desired, to access the Deduction File from Negotiations (if applicable), select the **Payroll** menu from the Negotiations screen and then **Deductions**.

2.   At the Deductions screen, enter the ID of the deduction to change in the Deduction ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.

3.   Make the desired changes to the deduction.

   a.   If the deduction has been used, the Deduction Type field is disabled and <u>cannot</u> be changed.

   b.   For the W2 boxes in the W2 Information List, complete the blank line (indicated with an asterisk) at the bottom of the list to add a new W2 box, or click the **Delete** button located to the left of the entry to delete one (when prompted to delete it, click **Yes**).

   c.   To add a new standard rate to the deduction, click the **Rate Table** tab and then complete the blank line (indicated with an asterisk) at the bottom of the Deduction Rates List.

   d.   To remove a standard rate from the deduction, click the **Rate Table** tab and then click the **Delete** button located to the left of the desired rate in the Deduction Rates List; when prompted to delete the record, click **Yes**.

   Note: If a rate is being used on the Deductions screen of the Employee File, the system will <u>not</u> allow it to be deleted.

4.   After all the changes have been made, click the **Save** button.

5.   If the ID for the deduction was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To change the ID for the deduction, click the **Change** button. To <u>not</u> change the ID and revert to use the original ID, click the **Revert to Original** button. To add a new deduction with the specified ID that is a duplicate of the current deduction, click the **Create New** button.

6.   If any taxes, pay codes, or deductions (if applicable) in the Cross References List were selected (or unselected), the system will prompt to add (or remove) the cross reference for the deduction and the specified tax, pay code, or deduction for all employees. To add (or remove) the cross reference to all employees, click **Yes**; otherwise, click **No**. Click **Yes to All** to add (or remove) all the selected cross references to all employees or click **No to All** to <u>not</u> add (or remove) all the selected cross references to all employees.

Deleting a Deduction:
Note: If a deduction has been used, the system will <u>not</u> allow it to be deleted; however, a deduction can be made inactive by removing the checkmark for the Active field within the Deduction File.

1.   From the Payroll screen, select the **Maintenance** menu and then **Deductions**.

   Note: If desired, to access the Deduction File from Negotiations (if applicable), select the **Payroll** menu from the Negotiations screen and then **Deductions**.

2.   At the Deductions screen, enter the ID of the deduction to delete in the Deduction ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.

3.   Once the deduction to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

Adding a Deductions Payable or Taxes Payable Entry:

1.   From the Payroll screen, select the **Maintenance** menu, and then depending on whether the entry to be added is for a deduction or a tax, select **Deductions** or **Taxes**.

Note: If desired, to access the Deduction File or Tax File from Negotiations (if applicable), select the **Payroll** menu from the Negotiations screen and then **Deductions** or **Taxes**.

2. Bring up the desired deduction or tax by entering the correct ID in the Deduction ID or Tax ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.

3. Click the **Deductions Payable** or **Taxes Payable** tab.

4. Click the **New Record** button.

5. Enter the ID for the deduction or tax in the Deduction ID or Tax ID field. If the ID is not known, click the **down-arrow** button to select the correct one. See **Diagram C**.

6. Enter the ID of the checking account from which the amount for the deduction or tax will be withheld or expensed in the Checking Account ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

7. Enter the number of the fund from which the amount for the deduction or tax will be withheld or expensed in the Fund Number field. If the ID is not known, click the **down-arrow** button to select the correct one.

8. If there is an amount due to the payee for the specified deduction or tax, the amount due displays in the Amount Due field. The amount due appears if the payee check for the deduction or tax was <u>not</u> written in the most recent Payroll check cycle (or is <u>not</u> written every pay period; for example, if it is only written once a quarter), or if a payroll check had been voided and <u>not</u> reissued or issued for a different amount. If desired, to increase or decrease the amount of the next check to be written to the payee for the specified deduction or tax, enter the amount by which to increase or decrease the check for the particular checking account and fund in this field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable. The amount entered in this field will be added to the amount of the check calculated during the check cycle; therefore, to increase the check, enter the amount to increase as a *positive* number, or to decrease the check, enter the amount to decrease as a *negative* number.

    Diagram C

    Note: The amount entered in the Amount Due field will be zeroed out automatically after the check is written and updated.

    Tip: If there is an amount displayed in the Amount Due field, click the **Show Details** button to the right of the field to view the detail information for the amount shown.

9. To have the check for the selected deduction or tax write for an amount other than what is withheld and expensed, enter the amount for which to write the check in the Override Payment field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable. The amount entered in this field will replace the calculated amount of the check during the check cycle.

    Note: The amount entered in the Override Payment field will remain here until it is changed or deleted.

10. If desired, to <u>not</u> print a check to the payee but have the amount that is withheld and expensed for the deduction (for the particular checking account and fund) accumulate in the specified balance sheet payable account(s) in General Ledger <u>and</u> tracked in the Deductions and Taxes Payable option in Payroll (so that a check can be written from Payroll at a later time), select the Hold Check field. A checkmark will appear in the box if the field is selected.

    Note: If the Hold Check field is selected for the deduction or tax on the General screen, the check will <u>not</u> print, no matter if this Hold Check field is selected or <u>not</u>.

11. Click the **Save** button.

Pay Codes

The Pay Codes option, which is in Payroll but can also be accessed from Negotiations (if applicable), is used to define the different categories of pay, including both contract and unit (such as daily or hourly) wages, paid to employees. Pay codes can be set up with a default rate and/or a default expense account (so no matter which employee gets paid with the particular pay code, the same rate would be paid and/or the same account number would be expensed), or the pay codes can be tied to each applicable employee with a different rate and/or expense account specified. If a pay code is entered for an employee, the pay code is tied to a year to allow the history of pay codes (wages) for past years to be tracked and for the next year's rates to be entered using the same ID without affecting the current rate.

Adding a Pay Code:
1.   From the Payroll screen, select the **Maintenance** menu and then **Pay Codes**.

     Note: If desired, to access the Pay Code File from Negotiations (if applicable), select the **Payroll** menu from the Negotiations screen and then **Pay Codes**.

2.   At the Pay Codes screen, click the **New Record** button.

     Note: For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

3.   Enter a unique ID for the pay code in the Pay Code ID field. The ID can be alphanumeric and up to **10** characters long (no spaces). See **Diagram A**.

     Note: To have the system automatically assign the ID *using the first 10 characters (letters and numbers only)* of the description, leave the ID field <u>blank</u>; once the record is saved, the ID will be assigned.

4.   Select the Active field to stipulate the pay code is currently active and used by the district. A checkmark will appear in the box if the field is selected. When adding a new pay code, the Active field is selected by default.

     Note: If the Active field is unselected (a checkmark does <u>not</u> appear in the box) for an existing pay code, the pay code <u>cannot</u> be added to an employee in the Employee File or an entry <u>cannot</u> be made in the Pay Period Entries, Time Cards, or Employee Absences options. Also, if a contract pay code which was previously set up for one or more employees is made inactive, the contract will <u>not</u> be paid for the applicable employees even if there is a balance for the contract.

Diagram A

5. Enter a description for the pay code in the Pay Code Description field. The description can be up to **40** characters long.

6. Enter the appropriate type (**Add**, **Contract**, **Deduction**, or **Payment In Kind**) for the pay code in the Pay Code Type field, or click the **down-arrow** button to select the correct one. If the pay code increases the gross wages and will only be paid if an entry is made within the Pay Period Entries option for the applicable employees during a check cycle, enter **Add**. If the pay code increases the gross wages and will pay a specified dollar amount to the applicable employees each check cycle until a total amount has been paid, enter **Contract**. If the pay code decreases the gross wages, enter **Deduction**. If the pay code increases the taxable gross but does <u>not</u> affect the gross wages, enter **Payment In Kind**.

7. If applicable, enter the ID of the workers' compensation class with the corresponding rate for which to calculate (and pay, if applicable) the workers' compensation liability on the gross wages for the pay code in the Workers' Compensation Class ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

8. If applicable, enter the box number for where to post the year-end totals for the pay code in the additional boxes on the W2 for employees in the Federal Form Box ID field, or click the **down-arrow** button to select the correct one. Typically, this field is only completed for pay codes with a Pay Code Type of **Deduction** or **Payment In Kind**.

    Note: The computer automatically accumulates taxable wages for Boxes 1-6 and 16-19 on the W2s (as based on the taxes selected in the Cross References List); this is for other reportable information in additional boxes.

9. If applicable, enter the ID of the leave for which the pay code is tied in the Leave ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. If an ID is entered here, each time this pay code is used in a check cycle, the specified units will be deducted from the designated leave.

    Note: This field is disabled and <u>not</u> applicable if **Contract** is specified in the Pay Code Type field.

10. **Only if the Time Cards option is used in Payroll or the school district uses the Negotiations module,** if the pay code is defined to pay regular rates, enter the ID for the pay code to be used for paying overtime rates in the Overtime Pay Code ID field. If the ID is not known, click the **down-arrow** button to select the correct one.

    Note: This field is disabled and <u>not</u> applicable if **Contract** is specified in the Pay Code Type field.

11. If applicable, select the Hours Worked field to have the Hours field for entries in Pay Period Entries and Employee Absences for this pay code automatically be completed (based on the number in the Units field) in order to be included in the total hours worked for the employees on the applicable government reports. A checkmark will appear in the box if the field is selected.

    Note: This field is disabled and <u>not</u> applicable if **Contract** is specified in the Pay Code Type field.

    Tip: Tracking hours worked is required if the Affordable Care Act (ACA) Hours Tracking option within the School Accounting System will be completed. Also, tracking hours worked is required for inclusion on the applicable government reports for school districts in Missouri (for pay codes used only by employees with a retirement system and wage type of **R** for Retired Working Member or **X** for Non-Member), Nebraska, North Dakota (for pay codes used by teachers only), and Wyoming.

12. If the Hours Worked field is selected, the Hours Per Unit field is enabled. If applicable, enter the number of hours worked for each unit included with entries made for the pay code in Pay Period Entries and Employee Absences in the Hours Per Unit field, or leave the field <u>blank</u> to default to **1**. When the entries are made for this pay code in Pay Period Entries and Employee Absences, the number entered here will be multiplied by the number entered in the Units field for the entry and the total will be displayed in the Hours field. The number can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable.

    Note: This field is disabled and <u>not</u> applicable if Contract is specified in the Pay Code Type field.

13. If the pay code is defined to pay overtime rates, select the Overtime field. A checkmark will appear in the box if the field is selected.

    Note: This field is disabled and <u>not</u> applicable if **Contract** is specified in the Pay Code Type field.

14. If desired, enter any additional information to track for the pay code in the Comments field. The comment can be up to **1,000** characters long.

15. If applicable, complete the Pay Code Defaults section for the pay code.

    a. Enter the rate to use as the default to pay for one unit of the pay code for all employees in the Default Rate field; otherwise, leave the field <u>blank</u> to enter a specific rate for each employee in the Employee File. The rate can be up to **14** digits long (including the decimal point and comma (s) if applicable) and will be rounded to **4** decimal places by the system if capable.

    Note: This field is disabled and <u>not</u> applicable if **Contract** is specified in the Pay Code Type field.

    b. If desired, enter the expense account number(s) to use as the default for the wages paid for the pay code in the Default Expense Accounts List; otherwise, leave the fields <u>blank</u> to enter the specific expense account number(s) for each employee in the Employee File. To enter a default account number, in the blank line (indicated with an asterisk) at the bottom of the Default Expense Accounts List, enter the account number in the Chart of Account Number field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. Then click **Enter Percents** to designate what percent of the total rate is to be expensed to the specified account number; when entering the first account number, **100** will default in as the percent but can be changed as needed. To specify a fixed dollar amount of the total rate to be expensed to the specified account number, click **Enter Dollars** and then key the amount; the system will then calculate the percentage automatically.

16. In the Cross References List, select the taxes that will include the pay code in its taxable gross and the deductions that are to be expensed against the pay code by clicking the box to the left of the desired tax or deduction ID. A checkmark will appear in the box if the deduction or tax is selected. If the wages paid with the pay code are to be included in the taxable gross for a particular tax, the tax must be selected. If the deduction is to be expensed against the pay code, the deduction must be selected. To select all of the IDs for the taxes or deductions, click the box located by itself (without a label) at the top of the taxes and the top of the deductions.

    Note: If this pay code should be taxed at the supplemental rate (only applicable for FIT and SIT), click the box for Supplemental Rate that appears to the right of the tax ID and description in the Cross References List.

17. Click the **Save** button.

    Note: The new pay code will automatically have the Gross Earnings column selected on the Pay Codes screen in the Balancing Information option; if needed, make changes as necessary.

<u>**Changing a Pay Code**</u>:

1. From the Payroll screen, select the **Maintenance** menu and then **Pay Codes**.

    Note: If desired, to access the Pay Code File from Negotiations (if applicable), select the **Payroll** menu from the Negotiations screen and then **Pay Codes**.

2. At the Pay Codes screen, enter the ID of the pay code to change in the Pay Code ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.

3. Make the desired changes to the pay code.

    a. If the Active field was unselected (a checkmark does <u>not</u> appear in the box) for a contract pay code and there are employees with balances on that contract, a message will appear asking to continue; click **Yes** to make the contract pay code inactive (the employees will <u>not</u> be paid the remaining balances), or click **No** to keep the contract pay code active.

    Note: An inactive pay code <u>cannot</u> be added to an employee in the Employee File or an entry <u>cannot</u> be made in the Pay Period Entries, Time Cards, or Employee Absences options.

    b. For the account number(s) in the Default Expense Accounts List, complete the blank line (indicated with an asterisk) at the bottom of the list to add a new account number, or click the **Delete** button located to the left of the desired account number to delete one (when prompted to delete it, click **Yes**).

4. After all the changes have been made, click the **Save** button.

5. If the ID for the pay code was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To change the ID for the pay code, click the **Change** button. To <u>not</u> change the ID and revert to use the original ID, click the **Revert to Original** button. To add a new pay code with the specified ID that is a duplicate of the current pay code, click the **Create New** button.

Note: If adding a new pay code by clicking the **Create New** button, the new pay code will automatically have the Gross Earnings column selected on the Pay Codes screen in the Balancing Information option; if needed, make changes as necessary.

6. If any deductions or taxes in the Cross References List were selected (or unselected), the system will prompt to add (or remove) the cross reference for the pay code and the specified tax or deduction for all employees. To add (or remove) the cross reference to all employees, click **Yes**; otherwise, click **No**. Click **Yes to All** to add (or remove) all the selected cross references to all employees or click **No to All** to not add (or remove) all the selected cross references to all employees.

7. If the supplemental rate is selected (or unselected) for an income tax (only applicable for FIT and SIT) by clicking the box under the Supplemental Rate column located to the right of the tax ID and description in the Cross References List, the system will prompt to change the supplemental rate selection for the tax and pay code for all employees. To change the supplemental selection for all employees, click **Yes**; otherwise, click **No**. Click **Yes to All** to change the supplemental selection for all employees along with any other cross reference changes for all employees or click **No to All** to not change the supplemental rate selection and also any other cross reference changes.

    Note: This prompt will not appear if **Yes to All** or **No to All** was selected in the previous step.

Deleting a Pay Code:
Note: If a pay code has been used, the system will not allow it to be deleted; however, a pay code can be made inactive by removing the checkmark for the Active field within the Pay Code File.

1. From the Payroll screen, select the **Maintenance** menu and then **Pay Codes**.

    Note: If desired, to access the Pay Code File from Negotiations (if applicable), select the **Payroll** menu from the Negotiations screen and then **Pay Codes**.

2. At the Pay Codes screen, enter the ID of the pay code to delete in the Pay Code ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.

3. Once the pay code to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

Check Setup - Employees

The Check Setup - Employees option is used to define the format of the checks and direct deposit stubs issued to employees in Payroll. The check measurements, margins, fonts, check print positions, and stub information are defined within the Check Setup - Employees option. If a signature image is used when printing Payroll checks, the necessary information is also entered in the Check Setup - Employees option; for step-by-step instructions on using a signature image, refer to the Signature Image Setup Checklist topic in the Help File.

Note: If a check-writing software is used to print Payroll checks, use the Check Writing Software option within the Check Setup - Employees option to define the check setup(s).

Adding a Check Setup for Employees:
Note: If a check-writing software is used to print checks (and direct deposit stubs, if applicable), follow the instructions for Adding a Check Setup for Employees and Payees for Use with a Check-Writing Software instead.

1. From the Payroll screen, select the **Maintenance** menu and then **Check Setup - Employees**.
2. At the Check Setup - Employees screen, click the **New Record** button.
3. Click the **General** tab to complete the general information and settings for the new check setup.
    a. Enter a unique name for the check setup in the Report Name field. The name can be alphanumeric and up to **255** characters long. See **Diagram A**.
    b. Complete the Page Settings section for the check setup:

    * Enter the desired page orientation (**Portrait** or **Landscape**) for the new check setup in the Orientation field, or click the **down-arrow** button to select the correct one. To print the checks or direct deposit stubs with the long edge of the paper down the side, enter **Portrait**. To print the checks or direct deposit stubs with the long edge of the paper on the top and bottom, enter **Landscape**. The default of **Portrait** will appear (unless **Landscape** is set as the default in the Report Writer Defaults option if the district has the Report Writer module), but can be changed.

    * Enter the distance *in inches* from the top edge of the paper to where the information should start printing on the checks or direct deposit stubs in the Top Margin field. The margin cannot be *greater than* **2** inches, but can be up to **4** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. The default of **0.50** for one-half inch (or other specified margin as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.

    * Enter the distance *in inches* from the bottom edge of the paper to where the information should stop printing on the checks or direct deposit stubs in the Bottom Margin field. The margin cannot be *greater than* **2** inches, but can be up to **4** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. The default of **0. 50** for one-half inch (or other specified margin as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.

Diagram A

- Enter the distance *in inches* from the left edge of the paper to where the information should start printing on the checks or direct deposit stubs in the Left Margin field. The margin <u>cannot</u> be *greater than* **2** inches, but can be up to **4** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. The default of **0.50** for one-half inch (or other specified margin as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.
- Enter the distance *in inches* from the right edge of the paper to where the information should stop printing on the checks or direct deposit stubs in the Right Margin field. The margin <u>cannot</u> be *greater than* **2** inches, but can be up to **4** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. The default of **0.50** for one-half inch (or other specified margin as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.

c. Enter the desired check and stub format (**Check Stub**, **Check Stub Stub**, **Stub Check**, **Stub Check Stub**, **Stub Only**, or **Stub Stub Check**) for the new check setup in the Check Layout field, or click the **down-arrow** button to select the correct one. To print the check first followed by one stub, enter **Check Stub**. To print the check first followed by two stubs, enter **Check Stub Stub**. To print just one stub followed by the check, enter **Stub Check**. To print one stub first followed by the check and then a second stub, enter **Stub Check Stub**. To print just the stub (no check), enter **Stub Only**. To print two stubs first followed by the check, enter **Stub Stub Check**.

d. Enter the actual height of the check portion *in inches* in the Check Height field. The height <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.

e. Enter the actual height of <u>one</u> stub *in inches* in the Stub Height field. The height <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.

Note: The height of the stub multiplied by the number of stubs <u>plus</u> the height of the check must <u>equal</u> the size of the paper (or slightly less due to rounding).

f. Enter the distance *in inches* from the top edge of the stub (edge of paper or perforation) to where the first line should print on the stub in the Stub Top Margin field. The margin <u>cannot</u> be *greater than* **2** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.

g. Select the Print Zero Balance Checks field to have checks and direct deposit stubs print if they are a zero balance. A checkmark will appear in the box if the field is selected.

h. Enter the description of the referenced custom field to use to sort the checks when printing in the Sort Checks by Custom Referenced Field field, or click the **down-arrow** button to select the correct one. Specify **No Custom Referenced** to sort (print) the checks in alphabetical order.

i. Enter the description of the referenced custom field to print right above the name and address of the employee on the check in the Custom Referenced Field to Print on Checks field, or click the **down-arrow** button to select the correct one. Specify **No Custom Referenced** to <u>not</u> have a custom field print on the check.

j. Only if the new check setup is for direct deposit stubs, enter the desired option for printing the bank account information (**Do Not Print Bank Account Information**, **Print Bank Name/ Exclude Account Number**, **Print Bank Name/Full Account Number**, or **Print Bank Name/ Last 4 Digits of Account Number**) in the Bank Account Information on Direct Deposit Stubs field, or click the **down-arrow** button to select the correct one. To omit the employee's bank account information and deposit amount from printing on the direct deposit stubs, enter **Do Not Print Bank Account Information**. To print just the name of the employee's bank with the deposit amount and <u>not</u> the employee's bank account number, enter **Print Bank Name/Exclude Account Number**. To print the name of the employee's bank and the employee's entire bank account number with the deposit amount, enter **Print Bank Name/Full Account Number**. To print the name of the employee's bank and only the last 4 digits of the employee's bank account number with the deposit amount, enter **Print Bank Name/Last 4 Digits of Account Number**. Leave this field <u>blank</u> to have the system default to **Do Not Print Bank Account Information**.

k. Select the font, font style, and font size to use for the information printed on the stub by clicking the **Search** button for the Stub Font field. After selecting the desired font information, click the **OK** button and the selected font will appear in this field. The default of **Arial**, **Regular**, font size **8** (or other specified font as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.

l. Select the font, font style, and font size to use for the information printed on the check portion of the check setup (if applicable) by clicking the **Search** button for the Check Font field. After selecting the desired font information, click the **OK** button and the selected font will appear in this field. The default of **Arial**, **Regular**, font size **8** (or other specified font as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.

m. In the Checking Accounts List, specify which checking accounts use the particular check setup as the default when printing checks and/or direct deposit stubs for employees.

- To select the particular check setup as the default when printing checks, select the Default Check Format field (column) for the desired checking accounts. A checkmark will appear in the box under the Default Check Format column for the checking account if the field is selected.

- To select the particular check setup as the default when printing direct deposit stubs, select the Default Direct Deposit Format field (column) for the desired checking accounts. A checkmark will appear in the box under the Default Direct Deposit Format column for the checking account if the field is selected.

- To select the particular check setup as the default when emailing direct deposit stubs, select the Default Email Format field (column) for the desired checking accounts. A checkmark will appear in the box under the Default Email Format column for the checking account if the field is selected.

Note: Only one check setup can be selected as the default for checks or direct deposit stubs per checking account. If the Default Check Format, Default Direct Deposit Format, or Default Email Format field is selected for a checking account that also had been previously selected for a different check setup, the field will be unselected for that other check setup after saving this check setup.

4. Click the **Check Print Positions** tab to complete the check print positions for the check setup.

a. To print the date on the check portion of the check setup, enter the distance *in inches* from the top edge of the check (edge of paper or perforation) to where the date should print in the Top field for Date. Enter the distance *in inches* from the left edge of the check (paper) to where the date should start to print in the Left field for Date. Enter the distance *in inches* for how wide the date should be in the Width field for Date. The distance <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. To omit the date from the check setup, leave the Top, Left, and Width fields for Date <u>blank</u>. See **Diagram B**.

b. To print the amount written in words on the check portion of the check setup, enter the distance *in inches* from the top edge of the check (edge of paper or perforation) to where the amount in words should print in the Top field for Amount (Words). Enter the distance *in inches* from the left edge of the check (paper) to where the amount in words should start to print in the Left field for Amount (Words). Enter the distance *in inches* for how wide the amount in words should be in the Width field for Amount (Words). The distance <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. To omit the amount in words from the check setup, leave the Top, Left, and Width fields for Amount (Words) <u>blank</u>.

c. To print the amount written in numbers on the check portion of the check setup, enter the distance *in inches* from the top edge of the check (edge of paper or perforation) to where the amount in numbers should print in the Top field for Amount (Numbers). Enter the distance *in inches* from the left edge of the check (paper) to where the amount in numbers should start to print in the Left field for Amount (Numbers). Enter the distance *in inches* for how wide the amount in numbers should be in the Width field for Amount (Numbers). The distance <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. To omit the amount in numbers from the check setup, leave the Top, Left, and Width fields for Amount (Numbers) <u>blank</u>.

d. If desired, select the Display Dollar Sign field located to the right of the fields for Amount (Numbers) to print a dollar sign with the check amount written in numbers. A checkmark will appear in the box if the field is selected.

Note: The Display Dollar Sign field only applies to the check amount in the check portion and does <u>not</u> apply to the check amount included in the stub. If the district has the Report Writer module, the system will use the applicable settings for printing dollar signs with the amounts in the stub portion from the Report Writer Defaults option (defaults are applied when saving the new check setup).

Diagram B

e. To print the name and address on the check portion of the check setup, enter the distance *in inches* from the top edge of the check (edge of paper or perforation) to where the name and address should print in the Top field for Name & Address. Enter the distance *in inches* from the left edge of the check (paper) to where the name and address should start to print in the Left field for Name & Address. Enter the distance *in inches* for how wide the name and address should be in the Width field for Name & Address. The distance <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. To omit the name and address from the check setup, leave the Top, Left, and Width fields for Name & Address <u>blank</u>.

f. To print only the name on the check portion of the check setup, enter the distance *in inches* from the top edge of the check (edge of paper or perforation) to where the name should print in the Top field for Pay To The Order Of. Enter the distance *in inches* from the left edge of the check (paper) to where the name should start to print in the Left field for Pay To The Order Of. Enter the distance *in inches* for how wide the name should be in the Width field for Pay To The Order Of. The distance <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. To omit the name from the check setup, leave the Top, Left, and Width fields for Pay To The Order Of <u>blank</u>.

g. To print the check number on the check portion of the check setup, enter the distance *in inches* from the top edge of the check (edge of paper or perforation) to where the check number should print in the Top field for Check Number. Enter the distance *in inches* from the left edge of the check (paper) to where the check number should start to print in the Left field for Check Number. Enter the distance *in inches* for how wide the check number should be in the Width field for Check Number. The distance <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. To <u>not</u> have the check number print on the check portion of the check setup, leave the Top, Left, and Width fields for Check Number <u>blank</u>.

Note: Typically, the check number is only included (printed) on the check portion of the check setup if the check number is <u>not</u> already printed on the check stock.

h. If the Top, Left, and Width fields are completed for Check Number, select the font, font style, and font size to use for the check number printed in the check portion of the check setup, by clicking the **Search** button for the Font field. After selecting the desired font information, click the **OK** button and the selected font will appear in this field. The default of **Arial**, **Regular**, font size **8** (or other specified font as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.

i. Complete the Signature Images section if the signatures to print on the checks have been scanned and saved as a **.gif** file. Up to two signature files can be used for each check setup, with each signature file containing multiple signatures, if desired.

Note: Complete the Signature Image 1 fields for the *first* signature file and the Signature Image 2 fields for the *second* signature file, if applicable.

- Enter the distance *in inches* from the top edge of the check (edge of paper or perforation) to where the image should print in the Top field. The distance <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.
- Enter the distance *in inches* from the left edge of the check (paper) to where the image should print in the Left field. The distance <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.
- Enter the width of the image *in inches* in the Width field. The width <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.
- Enter the height of the image *in inches* in the Height field. The height <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.
- Enter the path (drive and folders) to the signature file in the Image Path field, or click the **Search** button to select the correct path and file. The path can be up to **150** characters in length.

5. Click the **Field Selection** tab to select the fields of information to include on the stub portion of the check setup. See **Diagram C**.

   a. To add fields to the check setup, select the section for where to insert the fields by clicking once on the line for the desired section in the Report Layout List on the right side of the screen, and then select the fields (columns) of information to include on the stub by double-clicking on the desired fields in the Report Fields List on the left side of the screen. The fields displayed in the Report Fields List will change depending on the section selected in the Report Layout List as the fields can only be added to particular sections. As the fields are added to the check setup, the fields will appear under the selected section in the Report Layout List on the right side of the screen.

      Note: The Stub Heading section is the first line of information that prints on the check stub, such as the name of the employee, check date, and check number. To remove a field from the check setup, click the **Delete** button located to the left of the desired field; when prompted to delete the line, click **Yes**.

      Tip: To print the total number of hours entered in the pay period for Add type pay codes for an employee, include the Current Hours Worked field in the Stub Wages section. To print the tax table and number of allowances used for calculating an income tax for an employee (as entered on the Taxes screen in the Employee File), or the rate table description used for calculating a deduction, include the W4 Rate Table Description field in the Stub Deductions section; also, verify the Print Employee W4 Information on Check field is selected for the desired taxes (in the Tax File) and the Print Rate Table Description on Check field is selected for the desired deductions (in the Deduction File).

   b. The order the fields are listed on the screen under each section in the Report Layout List is the order the fields (columns) will print on the stub. If desired, to change the order of the fields, click
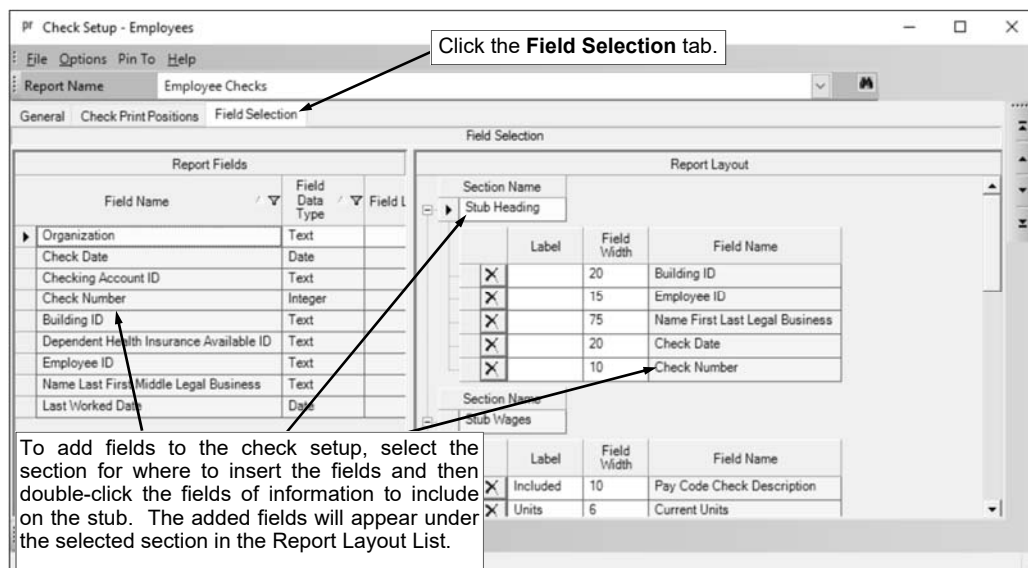
Diagram C

once on the field to move and then click the **Top**, **Up**, **Down**, or **Bottom** button until the field is in the desired position.

c. Define the settings for each field included in each section on the check setup as follows:

- Enter the heading description to print for the field (column) on the stub in the Label field, or leave <u>blank</u> to omit the heading, if desired. The description can be alphanumeric and up to **128** characters long. A default heading description for the field will appear, but can be changed.

- Enter the number of characters for how wide to print the field (column) on the stub in the Field Width field. The number for the width can be up to **3** digits long. A default width for the field will appear, but can be changed.

- The name of the field (column) to print on the stub appears in the Field Name field and <u>cannot</u> be changed.

6. Click the **Save** button.

Note: If the district has the Report Writer module, the system will use the applicable settings from the Report Writer Defaults option when saving the new check setup. For example, if the default for how a negative number prints is changed in the Report Writer Defaults option, the setting will be applied to the new check setup.

7. If desired, click the **Execute** button to print a test of the check setup from within the Check Setup - Employees option.

Changing a Check Setup for Employees:
Note: If a check-writing software is used to print checks (and direct deposit stubs, if applicable), follow the instructions for Changing a Check Setup for Employees and Payees for Use with a Check-Writing Software instead.

1. From the Payroll screen, select the **Maintenance** menu and then **Check Setup - Employees**.

2. At the Check Setup - Employees screen, enter the name of the check setup to edit in the Report Name field. If the name is not known, click the **down-arrow** button or the **Find** button to select the correct one.

Note: If the district has the Report Writer module and changes were last made to the check setup in Report Writer, a message will appear stating the changes will be lost if re-saved within the Check Setup - Employees option; click **OK**.

3. Make the desired changes to the check setup.

4. After all the changes have been made, click the **Save** button.

Note: If the district has the Report Writer module, the system will use the applicable settings from the Report Writer Defaults option when saving the changes for the check setup. For example, if the default for how a negative number prints is changed in the Report Writer Defaults option, the setting will be applied to the check setup.

5. If the report name was changed, a prompt will appear verifying whether or not to change the name or add a new one. To change the name for the check setup, click the **Change** button. To <u>not</u> change the name and revert to use the original report name, click the **Revert to Original** button. To add a new check setup with the specified report name that is a duplicate of the current check setup, click the **Create New** button.

6. If desired, click the **Execute** button to print a test of the check setup from within the Check Setup - Employees option.

Deleting a Check Setup for Employees:
Note: If a check-writing software is used to print checks (and direct deposit stubs, if applicable), follow the instructions for Deleting a Check Setup for Employees and Payees for Use with a Check-Writing Software instead.

1. From the Payroll screen, select the **Maintenance** menu and then **Check Setup - Employees**.

2. At the Check Setup - Employees screen, enter the name of the check setup to delete in the Report Name field. If the name is not known, click the **down-arrow** button or the **Find** button to select the correct one.

Note: If the district has the Report Writer module and changes were last made to the check setup in Report Writer, a message will appear stating the changes will be lost if re-saved within the Check Setup - Employees option; click **OK**.

3. Once the check setup to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

Check Setup - Payees

The Check Setup - Payees option is used to define the format of the checks and direct deposit (and automatic payment) stubs issued to payees in Payroll. The check measurements, margins, fonts, check print positions, and stub information are defined within the Check Setup - Payees option. If a signature image is used when printing Payroll checks, the necessary information is also entered in the Check Setup - Payees option; for step-by-step instructions on using a signature image, refer to the Signature Image Setup Checklist topic in the Help File.

Note: If a check-writing software is used to print Payroll checks, use the Check Writing Software option within the Check Setup - Employees option to define the check setup(s).

Adding a Check Setup for Payees:
Note: If a check-writing software is used to print checks (and direct deposit stubs or automatic payment stubs, if applicable), follow the instructions for Adding a Check Setup for Employees and Payees for Use with a Check-Writing Software instead.

1. From the Payroll screen, select the **Maintenance** menu and then **Check Setup - Payees**.
2. At the Check Setup - Payees screen, click the **New Record** button.
3. Click the **General** tab to complete the general information and settings for the new check setup.
    a. Enter a unique name for the check setup in the Report Name field. The name can be alphanumeric and up to **255** characters long. See **Diagram A**.
    b. Complete the Page Settings section for the check setup:
    - Enter the desired page orientation (**Portrait** or **Landscape**) for the new check setup in the Orientation field, or click the **down-arrow** button to select the correct one. To print the checks or direct deposit stubs with the long edge of the paper down the side, enter **Portrait**. To print the checks or direct deposit stubs with the long edge of the paper on the top and bottom, enter **Landscape**. The default of **Portrait** will appear (unless **Landscape** is set as the default in the Report Writer Defaults option if the district has the Report Writer module), but can be changed.

    - Enter the distance *in inches* from the top edge of the paper to where the information should start printing on the checks or direct deposit stubs in the Top Margin field. The margin <u>cannot</u> be *greater than* **2** inches, but can be up to **4** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. The default of **0.50** for one-half inch (or other specified margin as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.

    - Enter the distance *in inches* from the bottom edge of the paper to where the information should stop printing on the checks or direct deposit stubs in the Bottom Margin field. The margin <u>cannot</u> be *greater than* **2** inches, but can be up to **4** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. The default of **0.50** for one-half inch (or other specified margin as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.

Diagram A

- Enter the distance *in inches* from the left edge of the paper to where the information should start printing on the checks or direct deposit stubs in the Left Margin field. The margin <u>cannot</u> be *greater than* **2** inches, but can be up to **4** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. The default of **0.50** for one-half inch (or other specified margin as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.

- Enter the distance *in inches* from the right edge of the paper to where the information should stop printing on the checks or direct deposit stubs in the Right Margin field. The margin <u>cannot</u> be *greater than* **2** inches, but can be up to **4** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. The default of **0.50** for one-half inch (or other specified margin as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.

c. Enter the desired check and stub format (**Check Stub**, **Check Stub Stub**, **Stub Check**, **Stub Check Stub**, **Stub Only**, or **Stub Stub Check**) for the new check setup in the Check Layout field, or click the **down-arrow** button to select the correct one. To print the check first followed by one stub, enter **Check Stub**. To print the check first followed by two stubs, enter **Check Stub Stub**. To print just one stub followed by the check, enter **Stub Check**. To print one stub first followed by the check and then a second stub, enter **Stub Check Stub**. To print just the stub (no check), enter **Stub Only**. To print two stubs first followed by the check, enter **Stub Stub Check**.

d. Enter the actual height of the check portion *in inches* in the Check Height field. The height <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.

e. Enter the actual height of <u>one</u> stub *in inches* in the Stub Height field. The height <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.

   Note: The height of the stub multiplied by the number of stubs <u>plus</u> the height of the check must <u>equal</u> the size of the paper (or slightly less due to rounding).

f. Enter the distance *in inches* from the top edge of the stub (edge of paper or perforation) to where the first line should print on the stub in the Stub Top Margin field. The margin <u>cannot</u> be *greater than* **2** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.

g. Enter the number of columns to print across the stub (times to repeat the fields) in the Number of Columns field. The number of columns can range from **1 to 5**.

h. Only if the new check setup is for direct deposit stubs, enter the desired option for printing the bank account information (**Do Not Print Bank Account Information**, **Print Bank Name/ Exclude Account Number**, **Print Bank Name/Full Account Number**, or **Print Bank Name/ Last 4 Digits of Account Number**) in the Bank Account Information on Direct Deposit Stubs field, or click the **down-arrow** button to select the correct one. To omit the payee's bank account information and deposit amount from printing on the direct deposit stubs, enter **Do Not Print Bank Account Information**. To print just the name of the payee's bank with the deposit amount and <u>not</u> the payee's bank account number, enter **Print Bank Name/Exclude Account Number**. To print the name of the payee's bank and the payee's entire bank account number with the deposit amount, enter **Print Bank Name/Full Account Number**. To print the name of the payee's bank and only the last 4 digits of the payee's bank account number with the deposit amoun, enter **Print Bank Name/Last 4 Digits of Account Number**. Leave this field <u>blank</u> to have the system default to **Do Not Print Bank Account Information**.

i. Select the font, font style, and font size to use for the information printed on the stub by clicking the **Search** button for the Stub Font field. After selecting the desired font information, click the **OK** button and the selected font will appear in this field. The default of **Arial**, **Regular**, font size **8** (or other specified font as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.

j. Select the font, font style, and font size to use for the information printed on the check portion of the check setup (if applicable) by clicking the **Search** button for the Check Font field. After selecting the desired font information, click the **OK** button and the selected font will appear in this field. The default of **Arial**, **Regular**, font size **8** (or other specified font as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.

k.   In the Checking Accounts List, specify which checking accounts use the particular check setup as the default when printing checks and/or direct deposit stubs for payees.

- To select the particular check setup as the default when printing checks, select the Default Check Format field (column) for the desired checking accounts. A checkmark will appear in the box under the Default Check Format column for the checking account if the field is selected.

- To select the particular check setup as the default when printing (and emailing, if applicable) direct deposit stubs and printing automatic payment stubs, select the Default Direct Deposit Format field (column) for the desired checking accounts. A checkmark will appear in the box under the Default Direct Deposit Format column for the checking account if the field is selected.

  Note: Only one check setup can be selected as the default for checks or direct deposit stubs per checking account. If the Default Check Format or Default Direct Deposit Format field is selected for a checking account that also had been previously selected for a different check setup, the field will be unselected for that other check setup after saving this check setup.

4.   Click the **Check Print Positions** tab to complete the check print positions for the check setup.

a.   To print the date on the check portion of the check setup, enter the distance *in inches* from the top edge of the check (edge of paper or perforation) to where the date should print in the Top field for Date. Enter the distance *in inches* from the left edge of the check (paper) to where the date should start to print in the Left field for Date. Enter the distance *in inches* for how wide the date should be in the Width field for Date. The distance <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. To omit the date from the check setup, leave the Top, Left, and Width fields for Date <u>blank</u>. See **Diagram B**.

b.   To print the amount written in words on the check portion of the check setup, enter the distance *in inches* from the top edge of the check (edge of paper or perforation) to where the amount in words should print in the Top field for Amount (Words). Enter the distance *in inches* from the left edge of the check (paper) to where the amount in words should start to print in the Left field for Amount (Words). Enter the distance *in inches* for how wide the amount in words should be in the Width field for Amount (Words). The distance <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. To omit the amount in words from the check setup, leave the Top, Left, and Width fields for Amount (Words) <u>blank</u>.

c.   To print the amount written in numbers on the check portion of the check setup, enter the distance *in inches* from the top edge of the check (edge of paper or perforation) to where the amount in numbers should print in the Top field for Amount (Numbers). Enter the distance *in inches* from the left edge of the check (paper) to where the amount in numbers should start to print in the Left field for Amount (Numbers). Enter the distance *in inches* for how wide the amount in numbers should be in the Width field for Amount (Numbers). The distance <u>cannot</u> be

Diagram B

greater than **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. To omit the amount in numbers from the check setup, leave the Top, Left, and Width fields for Amount (Numbers) <u>blank</u>.

d. If desired, select the Display Dollar Sign field located to the right of the fields for Amount (Numbers) to print a dollar sign with the check amount written in numbers. A checkmark will appear in the box if the field is selected.

   Note: The Display Dollar Sign field only applies to the check amount in the check portion and does <u>not</u> apply to the check amount included in the stub. If the district has the Report Writer module, the system will use the applicable settings for printing dollar signs with the amounts in the stub portion from the Report Writer Defaults option (defaults are applied when saving the new check setup).

e. To print the name and address on the check portion of the check setup, enter the distance *in inches* from the top edge of the check (edge of paper or perforation) to where the name and address should print in the Top field for Name & Address. Enter the distance *in inches* from the left edge of the check (paper) to where the name and address should start to print in the Left field for Name & Address. Enter the distance *in inches* for how wide the name and address should be in the Width field for Name & Address. The distance <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. To omit the name and address from the check setup, leave the Top, Left, and Width fields for Name & Address <u>blank</u>.

f. To print only the name on the check portion of the check setup, enter the distance *in inches* from the top edge of the check (edge of paper or perforation) to where the name should print in the Top field for Pay To The Order Of. Enter the distance *in inches* from the left edge of the check (paper) to where the name should start to print in the Left field for Pay To The Order Of. Enter the distance *in inches* for how wide the name should be in the Width field for Pay To The Order Of. The distance <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. To omit the name from the check setup, leave the Top, Left, and Width fields for Pay To The Order Of <u>blank</u>.

g. To print the check number on the check portion of the check setup, enter the distance *in inches* from the top edge of the check (edge of paper or perforation) to where the check number should print in the Top field for Check Number. Enter the distance *in inches* from the left edge of the check (paper) to where the check number should start to print in the Left field for Check Number. Enter the distance *in inches* for how wide the check number should be in the Width field for Check Number. The distance <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. To <u>not</u> have the check number print on the check portion of the check setup, leave the Top, Left, and Width fields for Check Number <u>blank</u>.

   Note: Typically, the check number is only included (printed) on the check portion of the check setup if the check number is <u>not</u> already printed on the check stock.

h. If the Top, Left, and Width fields are completed for Check Number, select the font, font style, and font size to use for the check number printed in the check portion of the check setup, by clicking the **Search** button for the Font field. After selecting the desired font information, click the **OK** button and the selected font will appear in this field. The default of **Arial**, **Regular**, font size **8** (or other specified font as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.

i. Complete the Signature Images section if the signatures to print on the checks have been scanned and saved as a **.gif** file. Up to two signature files can be used for each check setup, with each signature file containing multiple signatures, if desired.

   Note: Complete the Signature Image 1 fields for the *first* signature file and the Signature Image 2 fields for the *second* signature file, if applicable.

   • Enter the distance *in inches* from the top edge of the check (edge of paper or perforation) to where the image should print in the Top field. The distance <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.

   • Enter the distance *in inches* from the left edge of the check (paper) to where the image should print in the Left field. The distance <u>cannot</u> be *greater than* **11** inches, but can be up

Diagram C

The window shows "Check Setup - Payees" with the following elements:

- Menu: File Options Pin To Help
- Click the **Field Selection** tab.
- Report Name: Payee Checks
- Tabs: General | Check Print Positions | Field Selection

Field Selection

Report Fields

Field Name	Field Data Type
Organization	Text
Check Date	Date
Checking Account ID	Text
Check Number	Integer
Payee ID	Text
Payee Name	Text

To add fields to the check setup, select the section for where to insert the fields and then double-click the fields of information to include on the stub. The added fields will appear under the selected section in the Report Layout List.

Report Layout

Section Name: Stub Heading

	Label	Field Width	Field Name
X		35	Payee ID
X		75	Payee Name
X		20	Check Date
X		10	Check Number

Section Name: Stub Detail

	Label	Field Width	Field Name
X	Description	25	Employee Name Deduction Check Description
X		30	Employee Information Deduction School ID Number

to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.

- Enter the width of the image *in inches* in the Width field. The width cannot be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.

- Enter the height of the image *in inches* in the Height field. The height cannot be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.

- Enter the path (drive and folders) to the signature file in the Image Path field, or click the **Search** button to select the correct path and file. The path can be up to **150** characters in length.

5. Click the **Field Selection** tab to select the fields of information to include on the stub portion of the check setup. See **Diagram C**.

   a. To add fields to the check setup, select the section for where to insert the fields by clicking once on the line for the desired section in the Report Layout List on the right side of the screen, and then select the fields (columns) of information to include on the stub by double-clicking on the desired fields in the Report Fields List on the left side of the screen. The fields displayed in the Report Fields List will change depending on the section selected in the Report Layout List as the fields can only be added to particular sections. As the fields are added to the check setup, the fields will appear under the selected section in the Report Layout List on the right side of the screen.

   Note: The Stub Heading section is the first line of information that prints on the check stub, such as the name of the payee, check date, and check number. To remove a field from the check setup, click the **Delete** button located to the left of the desired field; when prompted to delete the line, click **Yes**.

   Tip: To print the school ID numbers for the deductions tied to the payee (only applicable if Summary by Deduction is set for the Stub Printing Preference), or the employee IDs, social security numbers, and/or member numbers for the employees (only applicable if Detail by Employee is set for the Stub Printing Preference), include the Employee Information Deduction School ID Number field in the Stub Detail section; also, verify the Print School ID Number, Print Employee ID, Print Employee Social Security Number, and/or Print Member Number fields are selected for the desired payees (in the Payee File).

   b. The order the fields are listed on the screen under each section in the Report Layout List is the order the fields (columns) will print on the stub. If desired, to change the order of the fields, click once on the field to move and then click the **Top**, **Up**, **Down**, or **Bottom** button until the field is in the desired position.

   c. Define the settings for each field included in each section on the check setup as follows:

   - Enter the heading description to print for the field (column) on the stub in the Label field, or leave blank to omit the heading, if desired. The description can be alphanumeric and up to **128** characters long. A default heading description for the field will appear, but can be changed.

- Enter the number of characters for how wide to print the field (column) on the stub in the Field Width field. The number for the width can be up to **3** digits long. A default width for the field will appear, but can be changed.
- The name of the field (column) to print on the stub appears in the Field Name field and <u>cannot</u> be changed.

6. Click the **Save** button.

   Note: If the district has the Report Writer module, the system will use the applicable settings from the Report Writer Defaults option when saving the new check setup. For example, if the default for how a negative number prints is changed in the Report Writer Defaults option, the setting will be applied to the new check setup.

7. If desired, click the **Execute** button to print a test of the check setup from within the Check Setup - Payees option.

<u>Changing a Check Setup for Payees</u>:
Note: If a check-writing software is used to print checks (and direct deposit stubs or automatic payment stubs, if applicable), follow the instructions for Changing a Check Setup for Employees and Payees for Use with a Check-Writing Software instead.

1. From the Payroll screen, select the **Maintenance** menu and then **Check Setup - Payees**.

2. At the Check Setup - Payees screen, enter the name of the check setup to edit in the Report Name field. If the name is not known, click the **down-arrow** button or the **Find** button to select the correct one.

   Note: If the district has the Report Writer module and changes were last made to the check setup in Report Writer, a message will appear stating the changes will be lost if re-saved within the Check Setup - Payees option; click **OK**.

3. Make the desired changes to the check setup.

4. After all the changes have been made, click the **Save** button.

   Note: If the district has the Report Writer module, the system will use the applicable settings from the Report Writer Defaults option when saving the changes for the check setup. For example, if the default for how a negative number prints is changed in the Report Writer Defaults option, the setting will be applied to the check setup.

5. If the report name was changed, a prompt will appear verifying whether or not to change the name or add a new one. To change the name for the check setup, click the **Change** button. To <u>not</u> change the name and revert to use the original report name, click the **Revert to Original** button. To add a new check setup with the specified report name that is a duplicate of the current check setup, click the **Create New** button.

6. If desired, click the **Execute** button to print a test of the check setup from within the Check Setup - Payees option.

<u>Deleting a Check Setup for Payees</u>:
Note: If a check-writing software is used to print checks (and direct deposit stubs or automatic payment stubs, if applicable), follow the instructions for Deleting a Check Setup for Employees and Payees for Use with a Check-Writing Software instead.

1. From the Payroll screen, select the **Maintenance** menu and then **Check Setup - Payees**.

2. At the Check Setup - Payees screen, enter the name of the check setup to delete in the Report Name field. If the name is not known, click the **down-arrow** button or the **Find** button to select the correct one.

   Note: If the district has the Report Writer module and changes were last made to the check setup in Report Writer, a message will appear stating the changes will be lost if re-saved within the Check Setup - Payees option; click **OK**.

3. Once the check setup to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.
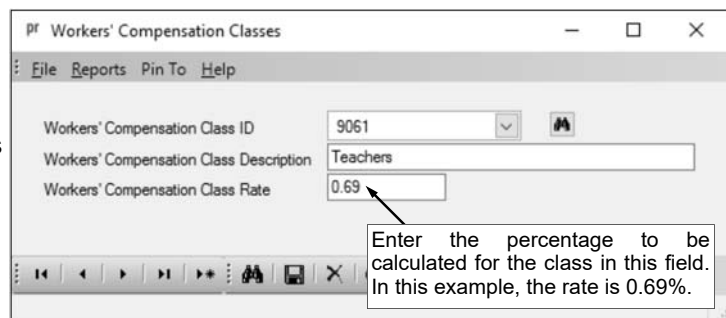
Workers' Compensation Classes

The Workers' Compensation Classes option in Payroll is used by districts who calculate (and pay, if desired) the workers' compensation liability during a check cycle. The Workers' Compensation Classes option is used if different groups of employees have different rates. With the Workers' Compensation Classes option, classes are defined for each group of employees that perform a specific duty and share the same rate. Classes are first defined in the Workers' Compensation Classes option and then tied to the appropriate pay codes in the Pay Code File. If needed, the workers' compensation class for a particular pay code for an employee can be overridden on the Wages screen in the Employee File.

After the workers' compensation classes are defined and tied to the appropriate pay code, the system automatically calculates the workers' compensation liability by multiplying the specified rate for the class by the gross wages for the pay codes for the employees for each class. If the tax for workers' compensation is set up to calculate and a payee is specified, a check will print for the amount calculated and expensed during a check cycle.

Adding a Workers' Compensation Class:
1. From the Payroll screen, select the **Maintenance** menu and then **Workers' Compensation Classes**.
2. At the Workers' Compensation Classes screen, click the **New Record** button.
    Note: For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.
3. Enter the ID for the new workers' compensation class in the Workers' Compensation Class ID field. The ID can be alphanumeric and up to **10** characters long. See **Diagram A**.
    Note: To have the system automatically assign the ID *using the first 10 characters (letters and numbers only)* of the description, leave the ID field <u>blank</u>; once the record is saved, the ID will be assigned.
4. Enter the description for the workers' compensation class in the Workers' Compensation Class Description field. The description can be up to **40** characters long.
5. Enter the percentage to be calculated for workers' compensation for the class in the Workers' Compensation Class Rate field. For example, if the rate is 2. 5%, enter **2. 5** in this field. The percentage <u>cannot</u> be *greater than* **99**, but can be up to **11** digits long (including the decimal point) and will be rounded to **8** decimal places by the system if capable.

Enter the percentage to be calculated for the class in this field. In this example, the rate is 0.69%.

Diagram A

6. Click the **Save** button.

Changing a Workers' Compensation Class:
1. From the Payroll screen, select the **Maintenance** menu and then **Workers' Compensation Classes**.
2. At the Workers' Compensation Classes screen, enter the ID of the workers' compensation class to change in the Workers' Compensation Class ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Make the desired changes to the workers' compensation class.
4. After all the changes have been made, click the **Save** button.
5. If the ID for the class was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To change the ID for the class, click the **Change** button. To <u>not</u> change the ID and revert to use the original ID, click the **Revert to Original** button. To add a new class with the specified ID that is a duplicate of the current class, click the **Create New** button.

<u>Deleting a Workers' Compensation Class:</u>

<u>Note</u>: If a workers' compensation class has been used, the system will <u>not</u> allow it to be deleted.

1. From the Payroll screen, select the **Maintenance** menu and then **Workers' Compensation Classes**.

2. At the Workers' Compensation Classes screen, enter the ID of the workers' compensation class to delete in the Workers' Compensation Class ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.

3. Once the class to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

Void Checks

The Void Checks option, which is in General Ledger but also can be accessed from Accounts Payable and Payroll, is used to void a check, direct deposit stub, or automatic payment stub. When accessing the Void Checks option from Accounts Payable or Payroll, only the items written in the particular module from which the option was accessed can be voided.

With the Void Checks option, the original entries that were posted to General Ledger when the item was written (and updated) are reversed, and the item is marked as voided for reconciliation purposes. Also, when voiding an Accounts Payable check, the invoices tied to the check are automatically voided, while the purchase orders (if applicable) can be restored to invoice and pay later, if desired. When voiding a Payroll check for an employee, the entries for leaves (if applicable) can be reversed, if desired.

Note: When voiding a direct deposit stub or an automatic payment stub, contact your bank to be sure that they are able to reverse the transaction before voiding the item within the School Accounting System.

Voiding a Check:
Note: Use the instructions below to void a check, direct deposit stub, or automatic payment stub. When voiding a direct deposit stub or an automatic payment stub, contact your bank to be sure that they are able to reverse the transaction before voiding the item within the School Accounting System.

1. From the General Ledger screen, select the **Check Options** menu and then **Void Checks**.

   Note: If desired, to access the Void Checks option from Accounts Payable or Payroll, select the **Options** menu from the Accounts Payable or Payroll screen, **Check Options**, and then **Void Checks**. When accessing the option from Accounts Payable or Payroll, only the checks written in the particular module from which the option was accessed can be voided.

2. At the Void Checks screen, enter the appropriate type of check (**Automatic Payment**, **Check**, **Direct Deposit**, or **Zero Balance**) to void in the Check Type field, or click the **down-arrow** button to select the correct one. See **Diagram A**.

   Note: Click the **Find** button to select the correct check type, checking account, and check number of the check, direct deposit stub, or automatic payment stub to void; then continue with the Void Date field.

3. Enter the ID of the checking account from which the check to void was posted in the Checking Account ID field, or click the **down-arrow** button to select the correct one.

4. Enter the number of the check to void in the Check Number field, or click the **Find** button to select the correct one.

5. The information for the specified check (including the ID for the employee, payee, or vendor to which the check was written, the amount, the date, and the journal code where the check was posted) will appear in the appropriate fields on the right side of the screen and <u>cannot</u> be changed.

6. Enter the date the check is voided in the Void Date field. The date should be *after* the date of the check and *within* the month specified as the Void Processing Month (completed in next step); also, if voiding a Payroll check, the Void Date <u>cannot</u> be in a different calendar year or fiscal year from the Check Date. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

The void date and void processing month need to be in the *same* month.

The default message of "Voided Check" will appear, but can be changed.

Diagram A

   Note: The date entered in this field will be used to determine on which Quarterly 941, Employee W2, or Vendor 1099 the voided amount will be reflected as those reports are all generated based on

the Check Dates. If the date entered in this field is more than two months different from the current date, or is <u>not</u> in the month specified as the Void Processing Month, a warning icon will appear to the right of the field; verify the date entered is correct. If a Quarterly 941 has been electronically submitted for the applicable quarter, the system will <u>not</u> allow the date to be saved and an error icon will appear to the right of the field; verify the date entered is correct, and if needed, contact Customer Support for assistance.

7. Enter the month for which to post the voided check in the Void Processing Month field. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date.

   Note: If the month entered is *prior* to the current month, all the financials from the specified month and forward will be affected (changed). If the month entered in this field is more than two months different from the current month, a warning icon will appear to the right of the field; verify the month entered is correct. If the month entered in this field is different from the month specified in the Void Date field, a warning icon will appear to the right of the Void Date field; verify the dates entered are correct.

8. If voiding a Payroll check for an employee which included entries for one or more leaves, the Reverse Leaves field is enabled. Select the Reverse Leaves field when voiding the employee's check to reverse the entries for any leaves that are included on the check. For example, select the Reverse Leave field to reverse the entries if a leave is defined to accrue each pay period and the units earned for the leaves during the pay period should be subtracted from their current balance once the check is voided, or if leave was used during the pay period in which the check was written and it should be added back to their current balance once the check is voided. A checkmark will appear in the box if the field is selected.

9. If voiding an Accounts Payable check and the invoice(s) paid with the check were tied to a purchase order, the Restore Purchase Order(s) field is enabled. Select the Restore Purchase Order(s) field to restore the purchase order(s) in order to invoice and pay at a later date. A checkmark will appear in the box if the field is selected.

   Tip: Since the invoices tied to the check are automatically voided when the check is voided, utilize the Copy Invoice option to copy and recreate the voided invoice in order to pay at a later date, if needed.

10. If voiding an Accounts Payable check that was written in a prior fiscal year or contains invoices that were expensed in a prior fiscal year (from operating on an accrual basis or using the Expense Outstanding Payables option; does <u>not</u> apply to invoices that were reverse GAAP expensed), the Reversal Option field is enabled. If applicable, enter the option for the entries to make when voiding the check in the Reversal Option field, or click the **down-arrow** button to select the correct one.

    Note: If **Debit Cash and Credit Refund of Prior Years' Expenditures Account in specified Void Processing Month** is selected as the Reversal Option, the Refund of Prior Years' Expenditures Account field in the Fund File must be completed for the applicable fund(s).

    Tip: If the check contained invoices that were expensed in a prior fiscal year and some that were expensed in the same fiscal year, the Reversal Option is only applicable for the invoices that were expensed in a prior fiscal year.

11. If desired, enter a comment for why the check is being voided in the Comments field. The comment can be alphanumeric and up to **1,000** characters long. The default message of "Voided Check" will appear, but can be changed.

    Note: Once the check is voided, this comment will be reflected in the Comments field in the Checks File Maintenance for the voided check.

12. Click the **Execute** button to continue voiding the check.

    Note: If voiding a Payroll check, the system will automatically accumulate the payables in the Deductions Payable and Taxes Payable options for all deductions and taxes which are tied to payees (Payee ID field is completed).

13. A message will appear once the check is voided; click **OK**.

14. If desired, print a Check Register from the **Reports** menu in General Ledger, selecting the Voids Only report selection to view a listing of the checks, direct deposit stubs, and/or automatic payment stubs that were voided.

    Note: When printing a Check Register, to specify a particular date range for when the voided checks were written (<u>not</u> voided), use the Check Date parameter; to specify a particular date range for when the checks were voided, use the Void Date parameter.

Replace/Reprint Checks

The Replace/Reprint Checks option, which is in General Ledger but also can be accessed from Accounts Payable and Payroll, is used to reprint a check, direct deposit stub, or automatic payment stub that was lost. When accessing the Replace/Reprint Checks option from Accounts Payable or Payroll, only the items written in the particular module from which the option was accessed can be replaced or reprinted.

The Replace/Reprint Checks option can be used in the following ways: 1) a posted check, direct deposit stub, or automatic payment stub can be reprinted on plain paper using the *same* check (or stub) number as originally used, for purposes of just printing the stub information for a lost check (with a "Copy" overlay (see **Diagram B**)); or 2) a posted check can be replaced by printing a new check (on check stock) using a newly assigned check number, for purposes of reissuing a lost check that is outstanding (not yet cashed). With the Replace/Reprint Checks option, if the check is reissued (example 2 above), the system marks the original check as voided and then creates an entry in the Checks File Maintenance for the new check for reconciliation purposes.

Replacing/Reprinting a Check:
1. From the General Ledger screen, select the **Check Options** menu and then **Replace/Reprint Checks**.

    Note: If desired, to access the Replace/Reprint Checks option from Accounts Payable or Payroll, select the **Options** menu from the Accounts Payable or Payroll screen, **Check Options**, and then **Replace/Reprint Checks**. When accessing the option from Accounts Payable or Payroll, only the checks written in the particular module from which the option was accessed can be replaced or reprinted.

2. At the Replace/Reprint Checks screen, enter the appropriate type of check (**Automatic Payment**, **Check**, **Direct Deposit**, or **Zero Balance**) to replace or reprint in the Check Type field, or click the **down-arrow** button to select the correct one. See **Diagram A**.

    Note: Click the **Find** button to select the correct check type, checking account, and check number of the check, direct deposit stub, or automatic payment stub to replace or reprint; then continue with the Check Date field.

3. Enter the ID of the checking account from which the check to replace or reprint was posted in the Checking Account ID field, or click the **down-arrow** button to select the correct one.

4. Enter the number of the check to replace or reprint in the Check Number of Lost Check field, or click the **Find** button to select the correct one.

    Note: If the check, direct deposit stub, or automatic payment stub has been cleared, a warning icon will appear to the right of the Check Number of Lost Check field.

In this example, check number 1409 is lost and being replaced with check number 1503.

Diagram A

5. The date of the specified check will appear in the Check Date field and <u>cannot</u> be changed.

6. If applicable, enter the number of the new check in the Replacement Check Number field. The check number can be up to **9** digits long. To reprint a check that has <u>not</u> yet been cashed for purposes of just reprinting the stub information, be sure to use the *same* check number. To replace a check that has <u>not</u> yet been cashed for purposes of voiding the original check and reissuing a new check, be sure to use a *different* check number.

    Note: If reprinting a direct deposit stub, an automatic payment stub, or a cleared check, the Replacement Check Number field will be disabled and <u>cannot</u> be changed.

7. If applicable, the date of the check will appear in the Replacement Check Date field, but can be changed if a new date is desired for the replacement check. To change the date, key the new date over the date that is displayed using the **mm/dd/yyyy** format, or click the **down-arrow** button to select the desired date.

   Note: If reprinting a direct deposit stub, an automatic payment stub, a cleared check, or an uncleared check using the same check number, the Replacement Check Date field will be disabled and <u>cannot</u> be changed.

8. If desired, enter a comment for the check that was lost in the Comment for Lost Check field. The comment can be alphanumeric and up to **1,000** characters long. A default comment will appear, but can be changed. If reprinting a direct deposit stub, an automatic payment stub, a cleared check, or an outstanding check using the *same* check number, the default message will be "Reprinted on mm/dd/yyyy"; or if replacing an outstanding check using a *different* check number, the default message will be "Replaced lost check with check number #####".

   Note: Once the check is replaced or reprinted, this comment will be reflected in the Comments field in the Checks File Maintenance for the lost check.

9. If applicable, enter a comment for the check that will be written to replace the lost check in the Comment for Replacement Check field. The comment can be alphanumeric and up to **1,000** characters long. If replacing an outstanding check using a *different* check number, the default message of "Replaced lost check number #####" will appear, but can be changed.

   Note: Once the check is replaced or reprinted, this comment will be reflected in the Comments field in the Checks File Maintenance for the replacement check. If reprinting a direct deposit stub, an automatic payment stub, a cleared check, or an outstanding check using the *same* check number, the Comment for Replacement Check field will be disabled and <u>cannot</u> be changed.

10. Click the **To Screen & Save** button to update the Checks File Maintenance with the comments and new check number (if applicable), void the lost check (if applicable), and print the new check at this time. If using a check-writing software, click the **Check Writing Software** button to update and then print the check to a file; when prompted, specify the correct path (drive and folders), edit the file name if needed, and then click the **Save** button. See **Diagram B** for an example of a reprinted check.

    Note: The check will be printed using the default check (or direct deposit) format for the applicable checking account as defined in the appropriate Check Setup option.

11. If a check does <u>not</u> have any detail entries tied to it, a message will appear stating the information for the check was updated but the replacement check will need to be handwritten; click **OK** and then handwrite the check.

Diagram B