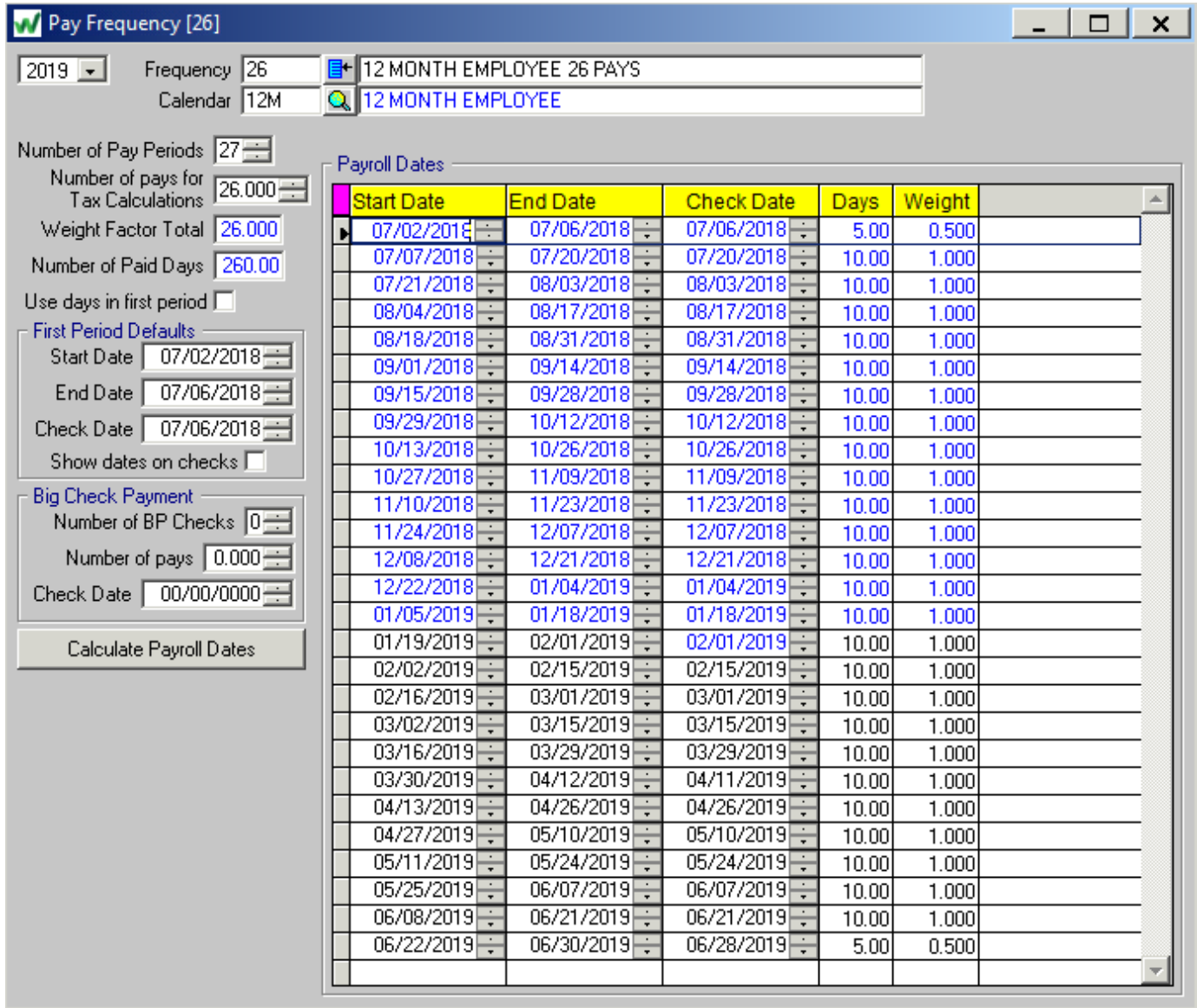


## PAY FREQUENCIES

### *Manage/Payroll/Tables/Pay Frequency Maintenance*

The Pay Frequency table is used to control how employees' salaries will be **paid** and **taxed** by default. Pay Frequencies can also be created and attached to additional pay items if they are to be paid on a different interval than employees' base salaries. The number of days between payment dates is determined based on the selection in system setup that indicates the salaries are paid on a bi-weekly or semi-monthly pay schedule. The days between each payment will also be used for reporting to the Employees' Retirement System if the position code table has not been overridden.

Below is an example of a biweekly, 12 month pay frequency divided by 26 installments



Start Date	End Date	Check Date	Days	Weight
07/02/2018	07/06/2018	07/06/2018	5.00	0.500
07/07/2018	07/20/2018	07/20/2018	10.00	1.000
07/21/2018	08/03/2018	08/03/2018	10.00	1.000
08/04/2018	08/17/2018	08/17/2018	10.00	1.000
08/18/2018	08/31/2018	08/31/2018	10.00	1.000
09/01/2018	09/14/2018	09/14/2018	10.00	1.000
09/15/2018	09/28/2018	09/28/2018	10.00	1.000
09/29/2018	10/12/2018	10/12/2018	10.00	1.000
10/13/2018	10/26/2018	10/26/2018	10.00	1.000
10/27/2018	11/09/2018	11/09/2018	10.00	1.000
11/10/2018	11/23/2018	11/23/2018	10.00	1.000
11/24/2018	12/07/2018	12/07/2018	10.00	1.000
12/08/2018	12/21/2018	12/21/2018	10.00	1.000
12/22/2018	01/04/2019	01/04/2019	10.00	1.000
01/05/2019	01/18/2019	01/18/2019	10.00	1.000
01/19/2019	02/01/2019	02/01/2019	10.00	1.000
02/02/2019	02/15/2019	02/15/2019	10.00	1.000
02/16/2019	03/01/2019	03/01/2019	10.00	1.000
03/02/2019	03/15/2019	03/15/2019	10.00	1.000
03/16/2019	03/29/2019	03/29/2019	10.00	1.000
03/30/2019	04/12/2019	04/11/2019	10.00	1.000
04/13/2019	04/26/2019	04/26/2019	10.00	1.000
04/27/2019	05/10/2019	05/10/2019	10.00	1.000
05/11/2019	05/24/2019	05/24/2019	10.00	1.000
05/25/2019	06/07/2019	06/07/2019	10.00	1.000
06/08/2019	06/21/2019	06/21/2019	10.00	1.000
06/22/2019	06/30/2019	06/28/2019	5.00	0.500

**Fiscal Year** - Select Fiscal Year from drop down menu.

**Frequency** - Abbreviation is limited to four alphanumeric characters. The code used should easily identify the frequency. (For example, 10T represents teachers paid over 10 months.) Always correlate a pay frequency with a payroll calendar unless it is deemed not necessary for proration of salaries or calculating retirement.

**Description** - The full description of the frequency code.

**Calendar** - Enter the appropriate calendar code if one is necessary.

**Description** - A system generated calendar code description.

**Number of Pay Periods** - Total number of pay dates, **excluding** ‘Big / Deferred Pay’.

For example:

Twelve-month employee:

Paid bi-weekly would normally have 26 pay periods

Paid semi-monthly would have 24 pay periods.

**Number of Pays for Tax Calculations** - The number of pays used to annualize employees’ salaries for use when calculating federal and state taxes. The system uses the *annual* tax method as found in the Circular E. Regardless of whether an employee is weekly, bi-weekly or semi-monthly; the system will use the annual number based on an annualized salary amount, **not** the number of times they are paid. In some instances, a site may want to create a pay frequency with only a few pay dates. If a number is entered that is less than 20, the system will override this number and use the minimum of 20 when processing and calculating checks. If a tax calculation using a small number of pays is truly warranted, you may use the weight factor to further reduce the tax weighting.

**Use days in first period** - Refers to first pay period of the school year. If selected, the first paycheck will be paid based on the calculation of ‘Daily Rate x Actual Days’ in the first pay period.

**First Period Defaults** - These dates are required in order to automatically calculate the payroll dates (using the “Calculate Payroll Dates” button). *WinCap* will use these dates to populate the rest of the table based on your payment interval. (Example: Bi-Weekly)

**Start Date** - Enter the first day of the first payroll period

**End Date** - Enter the last day of the first payroll period

**Check Date** - Enter the check date of the first payroll period

**Big Check Payment** - Number of BP Checks Enter the number of physical checks that will be issued for the Big Pay.

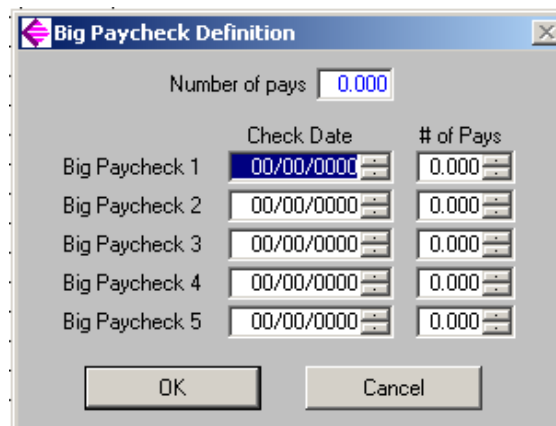
**Number of Pays** - If Number of BP Checks is set to one, enter the number of pays that should be included in the Big Pay.

**Check Date** - Enter the check date of the Big Pay.

If the ‘Big Pay’ or ‘Balloon Pay’ will be paid by issuing more than one physical check, enter the number of checks in the Number of BP Checks and select the button that will appear.



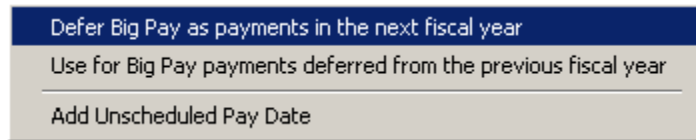
An additional form will open where you can designate the additional check dates and number of pays that each check represents. It is possible to enter the same check date for each installment. This method will produce multiple checks sequences on the same check date.



	Check Date	# of Pays
Big Paycheck 1	00/00/0000	0.000
Big Paycheck 2	00/00/0000	0.000
Big Paycheck 3	00/00/0000	0.000
Big Paycheck 4	00/00/0000	0.000
Big Paycheck 5	00/00/0000	0.000

**Calculate Payroll Dates** - Click on this button when ready to automatically generate pay period and check dates for the pay frequency.

**Options Button while in Modify mode:**

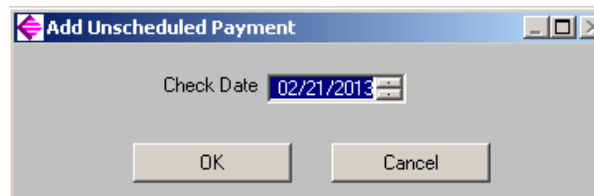


***Big Pay as Summer Accrual - WinCap allows sites to actually pay the 'Big Pay' installments during the summer months while charging the expenditures as a payable to the prior fiscal year***

**Defer Big Pay as payments in the next fiscal year** - This option will provide a field to enter a Pay Frequency from the NEXT fiscal year. This future frequency does not need to exist at the time the code is entered here.

**Use for Big Pay payments deferred from the previous fiscal year** - This option is used when creating frequencies in the new fiscal year that will server to pay out Accrued Big Pay salaries from the previous year.

**Add End of Year unscheduled pay date** - To add an Unscheduled Payment to an existing Frequency, select this option and enter the Check Date here.



**LAG Frequency**

The LAG frequency is necessary when using timesheets. There are three primary purposes for the LAG frequency. The first purpose is that salaried employees are generally paid their base salary up to and including the check date. There are exceptions to base pay for these employees. These items may include and are not limited to premium pay for overtime, shift differential, alarm call, emergency call, etc. These items are generally not reported to payroll until after the employee has received their base pay salary. *WinCap* Timesheets uses the "LAG Frequency" for salaried employees for payroll processing. The LAG will determine when timesheets should export the payroll exceptions to *WinCap* to create the payroll transactions. Having the LAG attached to the salary pay frequency will create the payroll transaction for the exceptions the employee should be paid for in addition to their base pay.

2012 Frequency 12MO Non Unit 12 Month  
 Calendar NU12 Non Unit 12 Month  
 Lag Frequency for OT LFOT Lag Frequency for Overtime

Number of Pay Periods 24  
 Number of pays for Tax Calculations 24.000  
 Weight Factor Total 24.000  
 Number of Paid Days 261.00  
 Use days in first period

First Period Defaults  
 Start Date 07/01/2011  
 End Date 07/15/2011  
 Check Date 07/15/2011  
 Show dates on checks

Big Check Payment  
 Number of BP Checks 0  
 Number of pays 0.000  
 Check Date 00/00/0000

Calculate Payroll Dates

Start Date	End Date	Check Date	Days	Weight
02/01/2012	02/15/2012	02/15/2012	11.00	1.000
02/16/2012	02/29/2012	02/29/2012	10.00	1.000
03/01/2012	03/15/2012	03/15/2012	11.00	1.000
03/16/2012	03/31/2012	03/30/2012	11.00	1.000
04/01/2012	04/15/2012	04/13/2012	10.00	1.000
04/16/2012	04/30/2012	04/30/2012	11.00	1.000
05/01/2012	05/15/2012	05/15/2012	11.00	1.000
05/16/2012	05/31/2012	05/31/2012	12.00	1.000
06/01/2012	06/15/2012	06/15/2012	11.00	1.000
06/16/2012	06/30/2012	06/29/2012	10.00	1.000

The second purpose is that Timesheets needs to know how to compensate hourly or per diem staff. Typically, an hourly or per diem staff's bi-weekly paycheck represents days worked up to a particular date. Prior to *WinCap* Timesheets, these employees were not required to have a "pay frequency". The transactions were assigned to the payroll upon manual entry into *WinCap*. When using *WinCap* Timesheets, a LAG frequency is required to process the pay for the hourly and per diem employees. The LAG Frequency designates the work dates and which payroll those date ranges are expected to be paid in. *WinCap* Timesheets will export the corresponding transactions to *WinCap* and assign the transactions to the appropriate pay period for processing. The last purpose for the LAG frequency is that this is the only frequency that allows the overlapping of check dates of Fiscal years. The start and end dates must occur within the current fiscal year however, the check dates may fall outside of the fiscal year.