

Payroll Processing

Adding a Pay Period

Manage\Payroll\Pay Period Maintenance

Select Add and enter the appropriate check date in the Check Date field. Doing so will change the Description field to display the correct check date and will also populate any pay frequencies that have a check date that falls on the check date that was entered in that field.

Payroll Period [Add 013]

Fiscal Year: 2005 Pay Period: 013 Description: Payroll Check Date 06/15/2005 Check Date: 06/15/2005

Payroll Definition for Deductions: Include Recurring Adjustments in this Pay Period:

Pay Period Type: RBW Regular Bi-weekly Pay of Month: 1

| Frequnc | Start Date | End Date |
|---------|------------|------------|
| 10 A-19 | 06/01/2005 | 06/15/2005 |
| 10 M-19 | 06/01/2005 | 06/15/2005 |
| 10 T-19 | 06/01/2005 | 06/15/2005 |
| 10A+-19 | 06/01/2005 | 06/15/2005 |
| 10MC-19 | 06/01/2005 | 06/15/2005 |
| 10MV-19 | 06/01/2005 | 06/15/2005 |

Check List

- Open Pay Period
- Lockout Salary Changes
- Lockout Deduction Changes
- Post Payroll
- Print Checks
- Close Pay Period

Deductions Taken

- Benef
- AF
- De
- He
- Pre
- Sh
- Direct
- Fir
- Alt
- AL
- BA
- BC
- BA
- BIR

Generate

Enter a Pay Period Type, usually either a regular payroll or a summer payroll. Other types could be added, such as Retro. This code may be used on various deductions so that when the code is entered here, the system will know to take those deductions during this pay period.

The Pay of the Month field works in a similar manner to help with the automatic processing of deductions.

Deductions that are selected for processing during this pay period will have a check mark next to them in the grid on the right hand side of the form. They can be manually selected and de-selected when adding the payroll.

Adding a New Pay Period

After choosing all of the necessary options, either select the Save or proceed to Open the Pay Period.

Fiscal Year: 2005 Pay Period: 013 Description: Payroll Check Date 06/15/2005 Check Date: 06/15/2005

Payroll Definition for Deductions
Pay Period Type: RBW Regular Bi-weekly

| Frequenc | Start Date | End Date |
|----------|------------|------------|
| 10 A-19 | 06/01/2005 | 06/15/2005 |
| 10 M-19 | 06/01/2005 | 06/15/2005 |
| 10 T-19 | 06/01/2005 | 06/15/2005 |
| 10A+19 | 06/01/2005 | 06/15/2005 |
| 10MC-19 | 06/01/2005 | 06/15/2005 |
| 10MV-19 | 06/01/2005 | 06/15/2005 |

| Deductions |
|--|
| <input checked="" type="checkbox"/> Benefits Group |
| <input checked="" type="checkbox"/> AFLAC DISABILITY |
| <input checked="" type="checkbox"/> Dental Insurance |
| <input checked="" type="checkbox"/> Health Insurance |
| <input checked="" type="checkbox"/> Prescription Insurance |
| <input checked="" type="checkbox"/> Short Term Disability Insu |
| <input checked="" type="checkbox"/> Direct Deposit Group |
| <input checked="" type="checkbox"/> First Niagara |
| <input checked="" type="checkbox"/> Alternatives Federal C U |
| <input checked="" type="checkbox"/> ALLIANCE BANK |
| <input checked="" type="checkbox"/> BANK OF AMERICA - MARYLA |
| <input checked="" type="checkbox"/> BCT FEDERAL CREDIT UNION |
| <input checked="" type="checkbox"/> BANK OF AMERICA |
| <input checked="" type="checkbox"/> BINGHAMTON SAVINGS BANK AND TR |

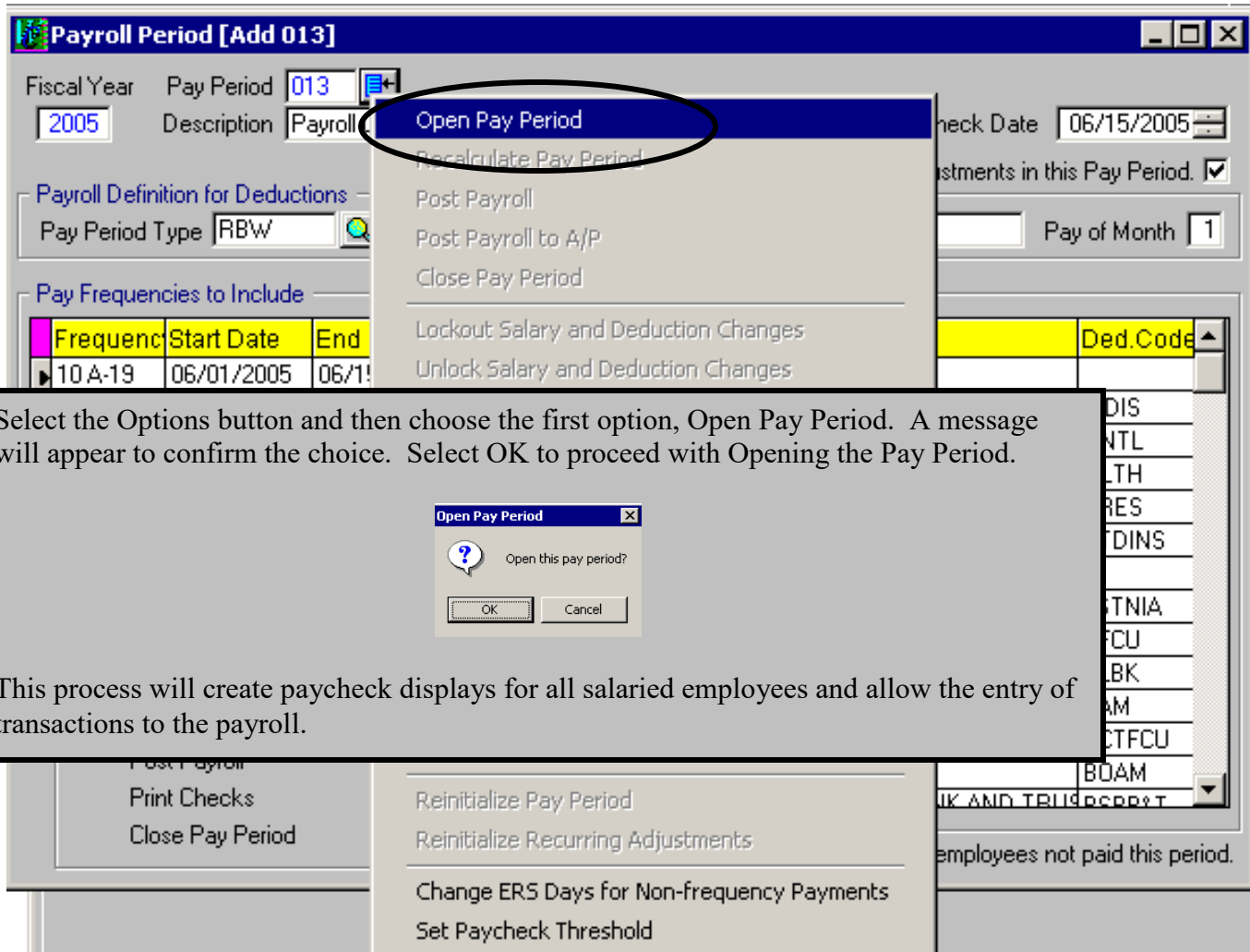
Check List

- Open Pay Period
- Lockout Salary Changes
- Lockout Deduction Changes
- Post Payroll
- Print Checks
- Close Pay Period

Generate Direct Deposit Pre-Note for employees not paid this period.

In order to generate a Pre Note for employees that are not getting paid this period, the check box at the bottom of the screen should be selected. Employees that are not getting paid and that have the appropriate Direct Deposit info in their employee deduction tab will have their data sent to the ACH to initiate a pre-note. This will allow them to have a live direct deposit when they get paid for the first time.

Opening a new Pay Period



The screenshot shows the 'Payroll Period [Add 013]' window. The 'Fiscal Year' is set to 2005 and the 'Pay Period' is 013. The 'Description' is 'Payroll'. A context menu is open over the 'Payroll' description, with 'Open Pay Period' selected and circled. Other menu options include 'Recalculate Pay Period', 'Post Payroll', 'Post Payroll to A/P', 'Close Pay Period', 'Lockout Salary and Deduction Changes', and 'Unlock Salary and Deduction Changes'. The 'Check Date' is 06/15/2005. The 'Pay of Month' is 1. A table with columns 'Frequency', 'Start Date', and 'End' is visible, with a row containing '10 A-19', '06/01/2005', and '06/15/2005'. A dropdown menu for 'Ded. Code' is open, showing options like DIS, NTL, LTH, RES, DINS, TNIA, FCU, BK, AM, CTFCU, BOAM, and BK AND TEL. A message box is overlaid on the screen, providing instructions on how to open the pay period.

Select the Options button and then choose the first option, Open Pay Period. A message will appear to confirm the choice. Select OK to proceed with Opening the Pay Period.

Open Pay Period [X]

? Open this pay period?

OK Cancel

This process will create paycheck displays for all salaried employees and allow the entry of transactions to the payroll.

Print Checks
Close Pay Period

Reinitialize Pay Period
Reinitialize Recurring Adjustments

Change ERS Days for Non-frequency Payments
Set Paycheck Threshold

employees not paid this period.

Opening a New Pay Period

Payroll Period [028]

Fiscal Year: 2005 | Pay Period: 028 | Description: Payroll Check Date 06/10/2005 | Check Date: 06/10/2005

Include Recurring Adjustments in this Pay Period.

Payroll Errors [Period No. 028]

Fiscal Year: 2005 | Payroll Period: 028 | Criteria Name: Last Run

Period 028 Calculation Time: 8 Minutes, 57 Seconds

Employee: 000-00-0000 | Adams

Sort By: Error/Employee | All Errors/Warnings Included

| Employee | Errors/Warnings |
|------------|---|
| Gormley | Warning - A Pay Frequency irregularity caused a ... |
| Adams | Warning - Deduction "FEDTAX"+"FEDTAX" - Federal ... |
| Bocchi | Warning - Deduction "FEDTAX"+"FEDTAX" - Federal ... |
| Brown | Warning - Deduction "FEDTAX"+"FEDTAX" - Federal ... |
| Capezzuti | Warning - Deduction "FEDTAX"+"FEDTAX" - Federal ... |
| Chichester | Warning - Deduction "FEDTAX"+"FEDTAX" - Federal ... |
| Connolly | Warning - Deduction "FEDTAX"+"FEDTAX" - Federal ... |
| Cooney | Warning - Deduction "FEDTAX"+"FEDTAX" - Federal ... |
| D'andrea | Warning - Deduction "FEDTAX"+"FEDTAX" - Federal ... |

Check List

- Open Pay Period
- Lockout Salary Chan
- Lockout Deduction C
- Post Payroll
- Print Checks
- Close Pay Period

Full Description of Error/Warning

Warning - Deduction "FEDTAX"+"FEDTAX" - Federal taxable income is being paid (\$270.00) but the calculated tax is 0.

Current View

0 Errors
79 Warnings

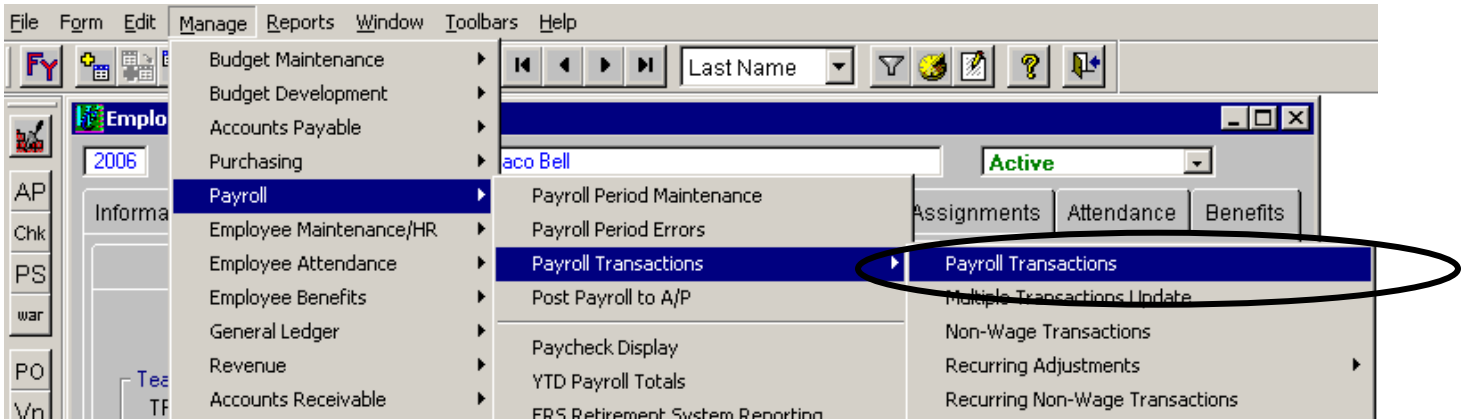
Employee
Paycheck

As each step of the Pay Period Maintenance is performed, a check mark will appear next to the appropriate description.

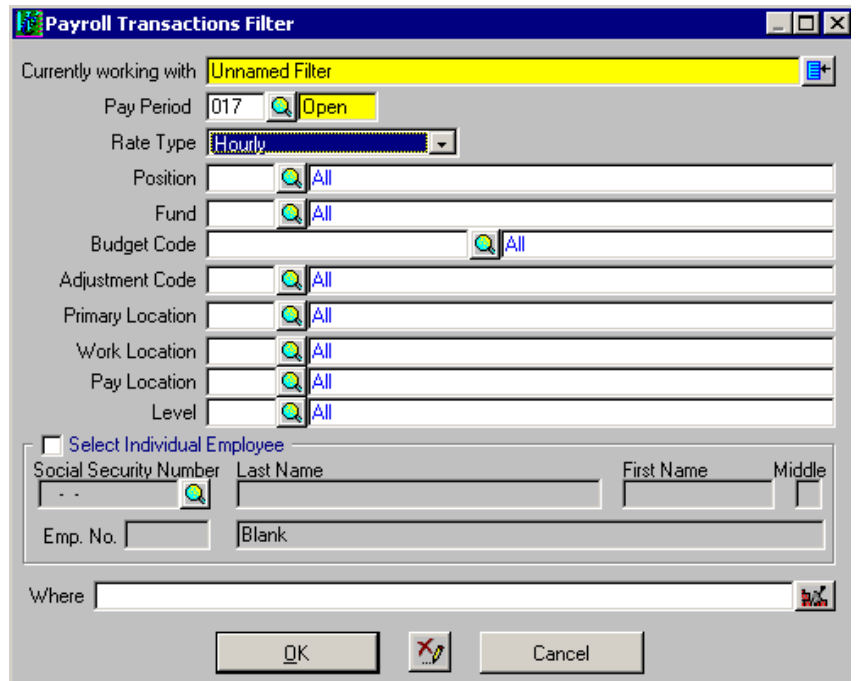
After the Pay Period has completed the Opening stage, a dialog box will appear that lists all Errors and Warnings that are currently affecting the payroll. The errors may be resolved at this point, or data maintenance and payroll transactions may be entered first, which may have an effect on this error listing by either clearing up some errors or creating new ones that will need to be resolved before the payroll may be Posted.

Adding Transactions to the Payroll

Manage\Payroll\Payroll Transactions\All Payroll Transactions



A filter dialog box appears where you can enter criteria for the types of transactions you would like to enter.



Adding Transactions to a Pay Period

Payroll Transactions [Add Transaction #] (unnamed filter)

2019 Pay Period 018

Transaction Number

Employee
Social Security Number Last Name
***** Flintstone
Emp. No. 00696 Flintstone, Fred J.

Position
Position Code Seq Additional Adj Effective End Date FTE Pay Freq
7/12 1 08/30/2018 to / / 1.0000 T26
TEACHER 7-12 Hrs/Day 7.000

Blank TRS Pay Type Base Salary

Account Code and Amount

| Fund | Budget Account Code | Budget Type | Number of Hours | Hourly Rate | Transaction Amount | Check Seq |
|------|---------------------|-------------|-----------------|-------------|--------------------|-----------|
| A | 2110-130-00 | R | 10.000 | 36.21 | 362.10 | 1 |

Teacher Salaries, 7-12

Work Period 00/00/0000 through 00/00/0000

Tax Method Regular

Click Add. If you didn't specify an employee, find the employee. After the name is entered, all of the pertinent data will be automatically populated, including the position, budget, and pay rate data.

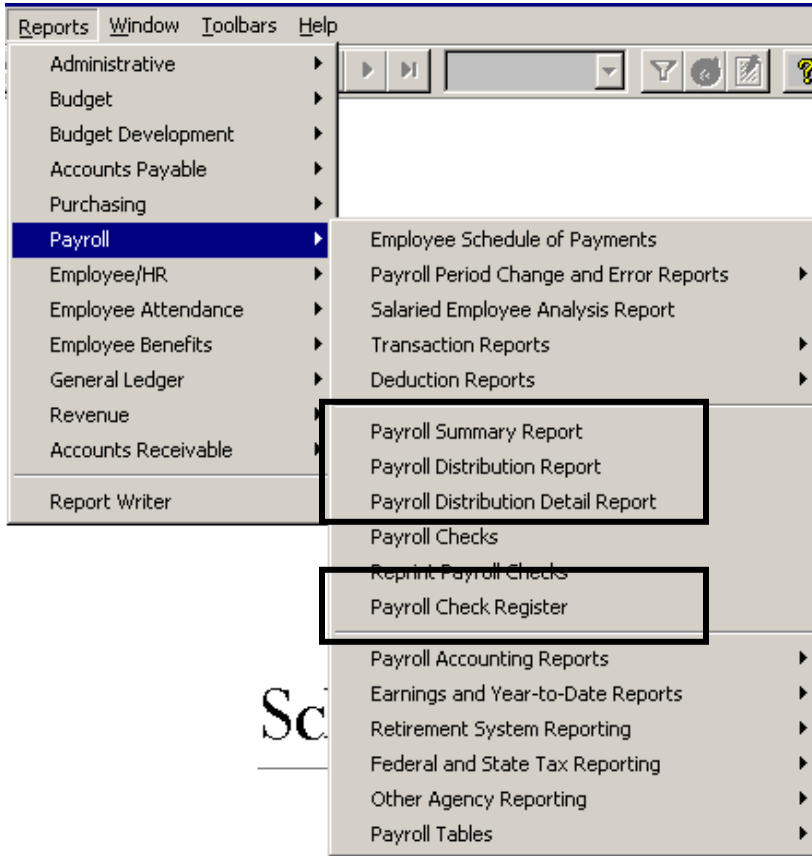
Select the transaction type, in this case "Hourly".

When adding a transaction, you may left-click the magnifying glass to select a different budget code.

Verify the correct position code and budget code, then enter the number of hours and confirm the hourly rate.

You can select the check sequence number, add work period dates and add comments if necessary.

Verifying Data



Transaction Verification Reports

- Validation Reports
- Transaction Report
- Transaction Report by Employee
- Payroll Activity/Verification Report
- Recurring Transaction Report
- Non-Wage Transaction Report
- Recurring Non-Wage Transaction Report
- Potential Duplicate Transaction Report

Deduction Verification Reports

- Payroll Deduction Report
- Employee Deductions Report
- Deduction Exception Report
- Deduction Calendar and Fiscal Year Totals
- Employee TSA Status Report

Payroll Budget Reports

- Payroll Budget Report by Employee
- Payroll Expenditures Detail Report
- Payroll Budget Status Report
- Payroll to Budget Reconciliation Report
- Payroll Budget History Report

These reports may be run before posting the payroll so that necessary changes may be made BEFORE the payroll is Posted.

Errors and Warnings

Payroll Errors [Period No. 028]

Fiscal Year: 2005 Payroll Period: 028 Criteria Name: Last Run

Period 028 Calculation Time: 8 Minutes, 57 Seconds

Employee: 000-00-6160 Capezzuti

Sort By: Error/Employee All Errors/Warnings Included

| Employee | Error/Warning |
|------------|--|
| Adams | Warning - "FICA" deduction was not taken because ... |
| Adams | Warning - "FICA" deduction was taken only on ... |
| Abreu | Warning - "FICA" deduction was taken only on ... |
| Gormley | Warning - A Pay Frequency irregularity caused a ... |
| Adams | Warning - Deduction "FEDTAX"+"FEDTAX" - Federal ... |
| Bocchi | Warning - Deduction "FEDTAX"+"FEDTAX" - Federal ... |
| Brown | Warning - Deduction "FEDTAX"+"FEDTAX" - Federal ... |
| Capezzuti | Warning - Deduction "FEDTAX"+"FEDTAX" - Federal ... |
| Chichester | Warning - Deduction "FEDTAX"+"FEDTAX" - Federal ... |

Full Description of Error/Warning

Warning - Deduction "FEDTAX"+"FEDTAX" - Federal taxable income is being paid (\$499.87) but the calculated tax is 0.

Current View
 0 Errors
 85 Warnings

Employee
 Paycheck

View the Payroll Errors report by going to Manage/Payroll/Pay Period Maintenance. Click on BOB and select Display Payroll Errors to view any errors and warnings that need to be addressed.

Change the "Sort By" field to "Error/Employee" in order to view all of the errors at the top of the list. Errors will stop payroll, not allowing the Posting routine to continue. Warnings will not stop payroll, but should be reviewed for possible adjustments.

This error report appears automatically when the Pay Period is Opened, but may be viewed at any time by selecting it from the Options button on the Pay Period Maintenance form.

Adjustments

Payroll Errors [Period No. 028]

Fiscal Year: 2005 Payroll Period: 028 Criteria Name: Last Run

Period 028 Calculation Time: 8 Minutes, 57 Seconds

Employee: 000-00-6160 Capezzuti

Sort By: Error/Employee All Errors/Warnings Included

| Errors/Warnings | |
|------------------|--|
| Adams | Warning - "FICA" deduction was not taken because ... |
| Adams | Warning - "FICA" deduction was taken only on ... |
| Abreu | Warning - "FICA" deduction was taken only on ... |
| Gornley | Warning - A Pay Frequency irregularity caused a ... |
| Adams | Warning - Deduction "FEDTAX"+"FEDTAX" - Federal ... |
| Bocchi | Warning - Deduction "FEDTAX"+"FEDTAX" - Federal ... |
| Brown | Warning - Deduction "FEDTAX"+"FEDTAX" - Federal ... |
| Capezzuti | Warning - Deduction "FEDTAX"+"FEDTAX" - Federal ... |
| Chichester | Warning - Deduction "FEDTAX"+"FEDTAX" - Federal ... |

Full Description of Error/Warning

Warning - Deduction "FEDTAX"+"FEDTAX" - Federal taxable income is being paid (\$499.87) but the calculated tax is 0.

Current View
0 Errors
65 Warnings

Employee
Paycheck

Some adjustments to either Employee Maintenance or to individual Pay Checks may be necessary. To simply this process, simply select the employee from the list and then choose either the Employee or Paycheck button to go directly to the desired form.

As each adjustment is entered, this Payroll Errors report will update itself by removing the appropriate line item.

Posting the Pay Period

Posting the pay period will assign check numbers and create the automatic accounting entries. Once a payroll has been posted, no additional transactions should be added to that pay period. There are occasions where this is necessary though, and in those instances, all of the reports will need to be re-run with the updated entries.

Nothing may be removed from a Posted pay period

Payroll Period [Modify 018]

2019 Pay Period 018

Description Check D

Payroll Definition for Deductions

Pay Period Type RBW

| Frequency | Start Date | End |
|-----------|------------|------|
| 10MA-11 | 01/16/2019 | 01/2 |
| 10MI-12 | 01/19/2019 | 02/0 |
| 12M-16 | 01/23/2019 | 02/0 |
| T26-12 | 01/18/2019 | 01/3 |

Check List

- Open Pay Period
- Lockout Salary Changes
- Lockout Transaction Chang
- Lockout Deduction Change
- Post Payroll
- Print Checks
- Close Pay Period

Before the Posting routine is actually performed, Payroll may LOCKOUT any Deduction and Salary changes from this Pay Period, so that nothing is unexpectedly changed before the Pay Period is actually posted.

From Modify mode in Pay Period maintenance, select BOB and choose Post Payroll. A dialog box will appear asking for verification of check number assignment order and bank account. Select the OK button if correct and the Posting process will begin, displaying a progress bar as shown below.

Post Payroll

You have chosen to post payroll period 018.

This procedure will finalize the paycheck for each employee and assign check numbers.

Sort option for check number assignment Name

(This sort option does NOT have to be the same as the sort for printing paychecks.)

Checks are drawn from Bank Account Payroll Account

OK Cancel

Processing Employees for this pay period.

45%

Press ESC to stop.

Print Reports

After the payroll has been posted, reports should be run again to confirm numbers and also to have a copy of the report with a date and time stamp that is later than the time of the posting. This practice assures that the numbers can be verified during an audit and also allows the opportunity for a double check of the numbers.

Print Payroll Checks

Reports/Payroll/Payroll Checks

Print Payroll Checks

Fiscal Year: 2019 Criteria Name: Last Run

Record Selection / Sorting Check Layout / General Specs

Record Selection

Pay Period: 018 Posted Check Date: 02/06/2019

Bank Account: Payroll Account Checks Only Direct Deposits Only All Types

Check#: Where:

Text to appear on the bottom of each check - Make sure this appears correctly on the print preview before printing originals

Print Check Copies Sort By: Paycheck Location Title, Name - ASCENDING(A-Z)

Generate and Transmit Direct Deposit

File/Administration/Export Files/Direct Deposit ACH File

Direct Deposit File Export

Fiscal Year: 2019

Create Direct Deposit ACH File for

Pay Period: 018

Pay Date: 02/06/2019

Status: Posted

Output File Specifications

Select drive for output: V:\ (Windows)

Directory Path: []

Name for export file: []

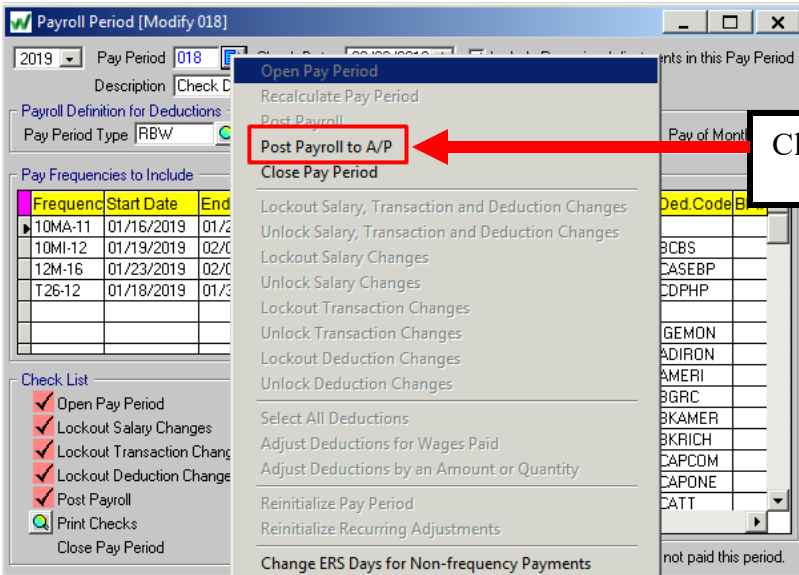
Data to use in the "Individual ID Number" field

- Social Security Number
- Employee Number

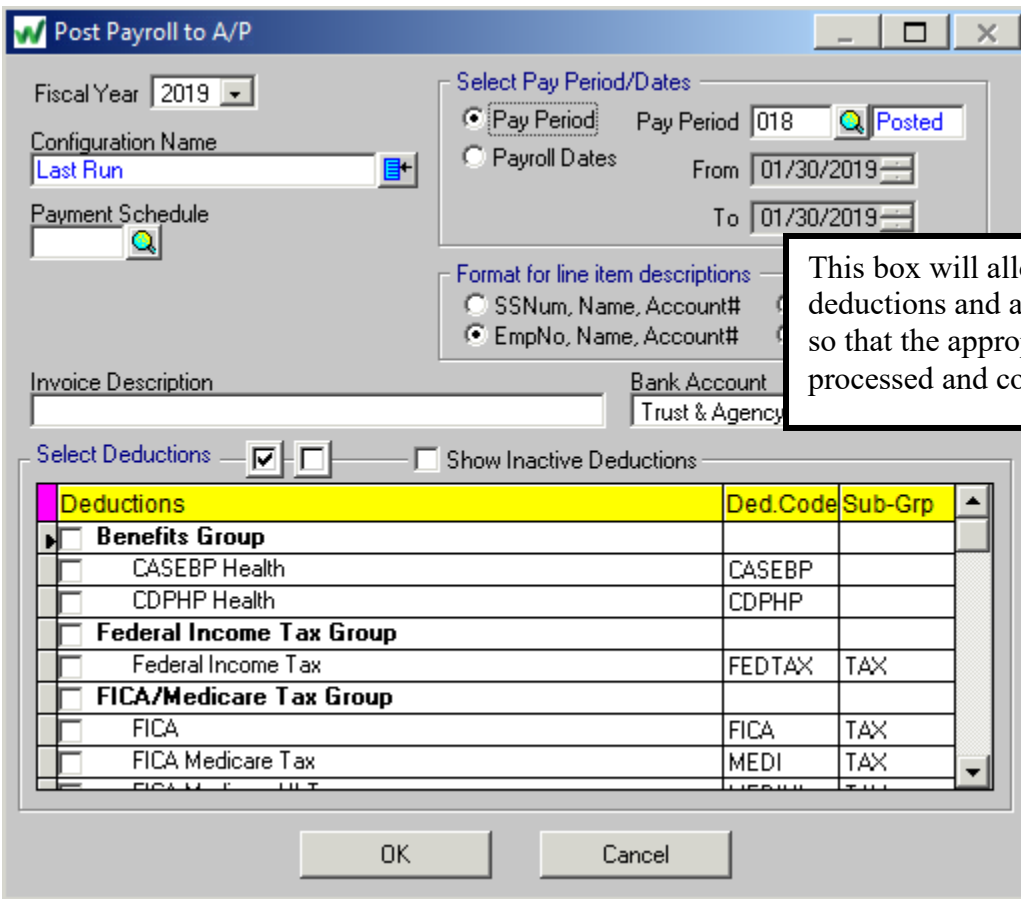
OK [] [] Cancel []

Post Payroll to AP and Create Cover Checks

Manage/Payroll/Payroll Period Maintenance



Click Modify and select "Post Payroll to A/P."



This box will allow you to choose specific deductions and a range of dates or a pay period so that the appropriate deductions may be processed and cover checks created.

Close the Pay Period

Manage/Payroll/Payroll Period Maintenance

Payroll Period [Modify 018]

2019 Pay Period 018

Description Check D

Payroll Definition for Deductions

Pay Period Type RBW

Pay Frequencies to Include

| Freque | Start Date | End |
|---------|------------|------|
| 10MA-11 | 01/16/2019 | 01/2 |
| 10MI-12 | 01/19/2019 | 02/0 |
| 12M-16 | 01/23/2019 | 02/0 |
| T26-12 | 01/18/2019 | 01/3 |
| | | |
| | | |
| | | |

Check List

- Open Pay Period
- Lockout Salary Changes
- Lockout Transaction Change
- Lockout Deduction Change
- Post Payroll
- Print Checks
- Close Pay Period

Open Pay Period

Recalculate Pay Period

Post Payroll

Post Payroll to A/P

Close Pay Period

Lockout Salary, Transaction and Deduction Changes

Unlock Salary, Transaction and Deduction Changes

Lockout Salary C

Unlock Salary CH

Lockout Transac

Unlock Transacti

Lockout Deducti

Unlock Deductio

Select All Deductions

Adjust Deductions for Wages Paid

Adjust Deductions by an Amount or Quantity

Reinitialize Pay Period

Reinitialize Recurring Adjustments

Change ERS Days for Non-frequency Payments

Click MODIFY

Click BOB and select "Close Pay Period". This performs a quick routine and finalizes the payroll so that no additional activity can be added to this particular Pay Period.