

# PAYING EMPLOYEE FROM PREVIOUS YEARS MONEY

**Payroll Transactions Filter**

Currently working with **Unnamed Filter**

Pay Period: 018 **Open**      On Add, place cursor at:
 

- Last Name
- Employee Number
- Social Security Number

Rate Type: All

On add, for a salaried position, default to Adjustment transaction

Position: All

Fund: All

Budget Code: All

Adjustment Code: All

Primary Location:

Division:

Department: All

Supervisor: All

Check#:

**Select Individual Employee**

Social Security Number:      Last Name:      First Name:      Middle:

Emp. No.:      Blank

Where:

OK      Cancel

Leave Individual name blank. Makes it easier for the inputter

**Select Individual Employee**

**Payroll Transactions [Add Transaction #] (unnamed filter)**

2019      Pay Period: 018 **Open**

Transaction Number:

Employee:
 

- Social Security Number: [blacked out]
- Last Name: Vanvorce
- Emp. No.: 01403      Vanvorce, Pamela J.

Position: **Add No-Days-Worked Position for Payable Use**

Position Code Seq: 6231      Additional Adj: 1      Effective: 07/01/2018 to

Systems Training Assistant

Transaction Type: Hourly

Adjustment:

Transaction Amount	Check Seq
0.00	1

If you have NOT clicked on the BLUE wording FOR the employee you are processing, click on the blue wording and proceed to last picture

If you click on the wording and get the below error, click OK

**Pending Payroll Transaction [Add Transaction #] (unnamed filter) Error**

There were no Positions found that can be rolled over for payable usage.

OK

Payroll Transactions [Add Transaction #] (unnamed filter)

2019 Pay Period 018

Transaction Number

Employee  
 Social Security Number  Last Name Vanvorce  
 Emp. No. 01403 Vanvorce, Pamela J.

Transaction Type Hourly

Position **Add No-Days-Worked Position for Payable Usage**

Position Code	Seq	Additional Adj	Effective	End
6231	1		07/01/2018	/ /
Systems Training Assistant				

Employee Position Search

PosCode	Seq	Position Title	Effective	Ending	Rate
6231	01	Systems Training Assistant	07/01/2018	/ /	S
6231	02	Systems Training Assistant (02)	07/01/2018	07/01/2018	S

Click on the lollipop next to the Position.

You will be taken to a browse screen.

Select the position with the RED dates in them.

Payroll Transactions [Add Transaction #] (unnamed filter)

2019 Pay Period 018  Pay Date 02/14/2019

Transaction Number

Employee  
 Social Security Number  Last Name Vanvorce First Name Pamela Middle J  
 Emp. No. 01403 Vanvorce, Pamela J.

Transaction Type Hourly

Position **Add No-Days-Worked Position for Payable Usage**

Position Code	Seq	Additional Adj	Effective	End Date	FTE	Pay Freq.
6231	2		07/01/2018	07/01/2018	1.0000	12MO
Systems Training Assistant (02)					Hrs/Day	7.800

Adjustment  
 Code  Blank

Account Code and Amount  
 Fund A Budget Account Code 610-7742-160-00-008 Budget Type P  
 SALARIES CLASSIFI Work Period  
 Tax Method Regular Comments

Change trans type if necessary

Verify if the budget code that appears is correct. If NOT, click on the lollipop and select the correct one

Save your record