PAYROLL SETUP AND USE

LOGON AND MENU SELECTION

1.1 Enter your assigned login name, district number, password and fiscal year.

Note: Fiscal year defaults to the current year.

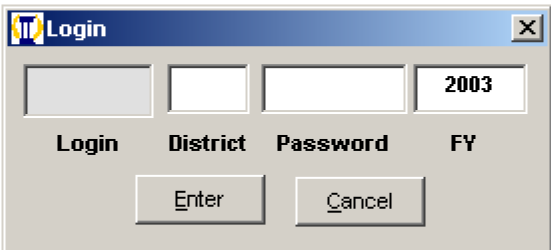

Illustration 1.1

1.2 Select ***Payroll***, ***Payroll Updates***, ***Update Employee Payroll Information*** from the menu.

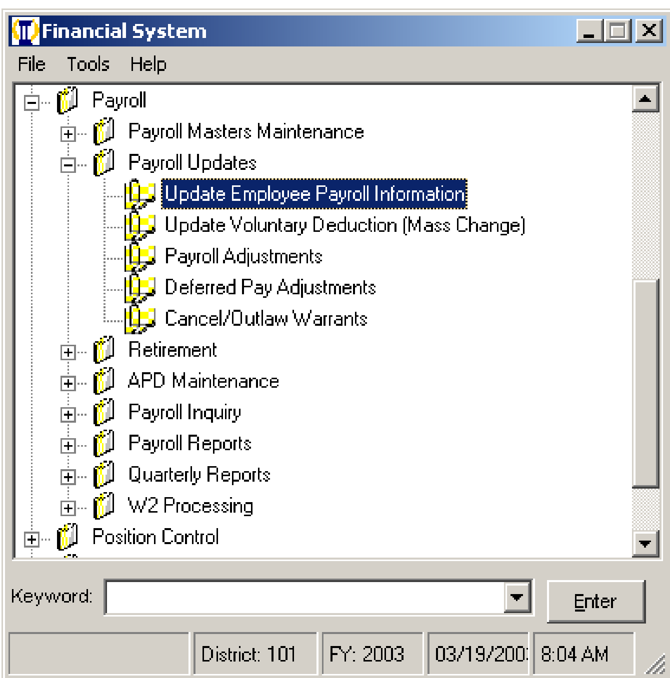

Illustration 1.2

1.3 The ***Payroll Selection*** screen will appear.

ADDING AN EMPLOYEE

2.1 Select the *Pay Cycle* and the *Month* in which you will be working. The choices from the drop down menu are: *E-Emergency*, *M-Manual*, *R-Regular*, and *S-Supplemental*. (See Illustration 2.1) Click the **Continue** button to advance to the next screen.

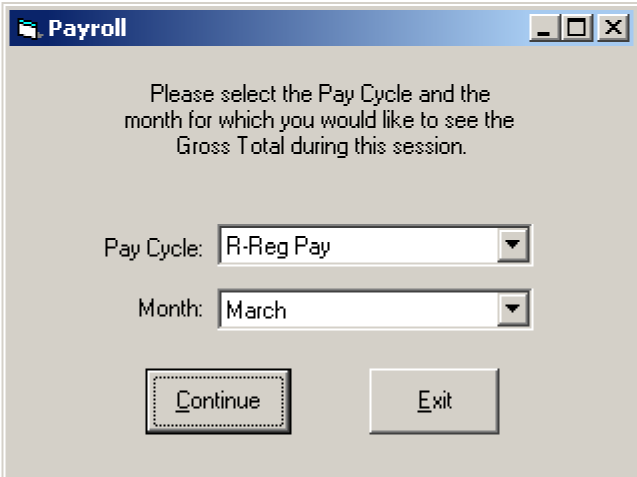

Illustration 2.1

2.2 The next screen to appear will be the ***Search Grid***. With the selection field blank, hit Enter and the grid will fill with all of the employees of the District. Should you wish to search terminated employees as well, you may check the *Show Terminated Employees* box. (Terminated employees show up with a red background and having been lined through.) You may also type the SSN or the employee's last name into the search field and hit Enter. This will fill the grid, and where only one individual appears, transport you to the ***Payroll Update*** screen.

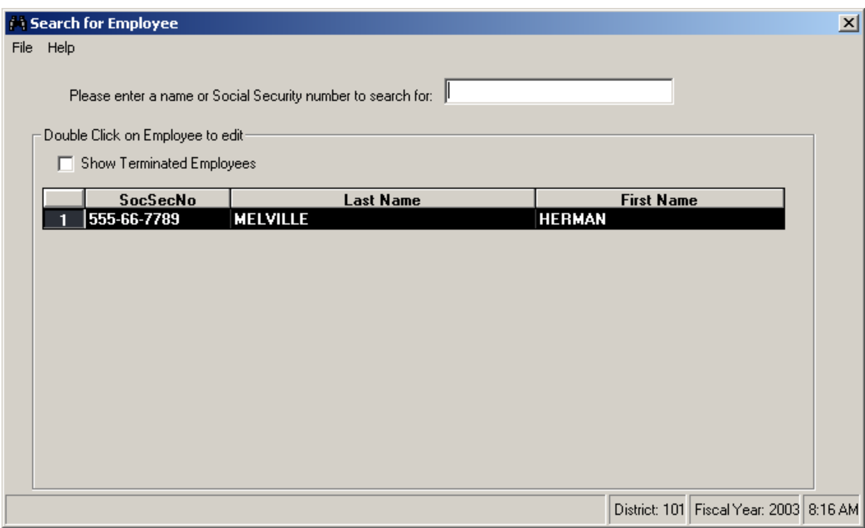

Illustration 2.2

2.3 The ***Payroll Update*** screen will default to the ***Employee Information*** tab (Illustration 2.3). In the *Default Settings*, enter the *Monthly Retirement* base in the *Ret. Base* field; this amount may be different than their Gross. Once you have entered the *Retirement Base* and tabbed to the next field, the system will ask if you wish to apply this retirement base to all labor lines.

2.4 Enter the employee's gross monthly pay in the *Gross* default field. In the event that the employee has multiple labor lines, the *Gross* amount will be proportionately allocated amongst them.

2.5 If the employee has any docks for the month, enter the amount as a positive number in the *Docks* field.

2.6 If the employee had any Worker's Compensation amounts that are being paid by an Insurance Company through the District's payroll, enter the total for that month in the *Work Comp* field.

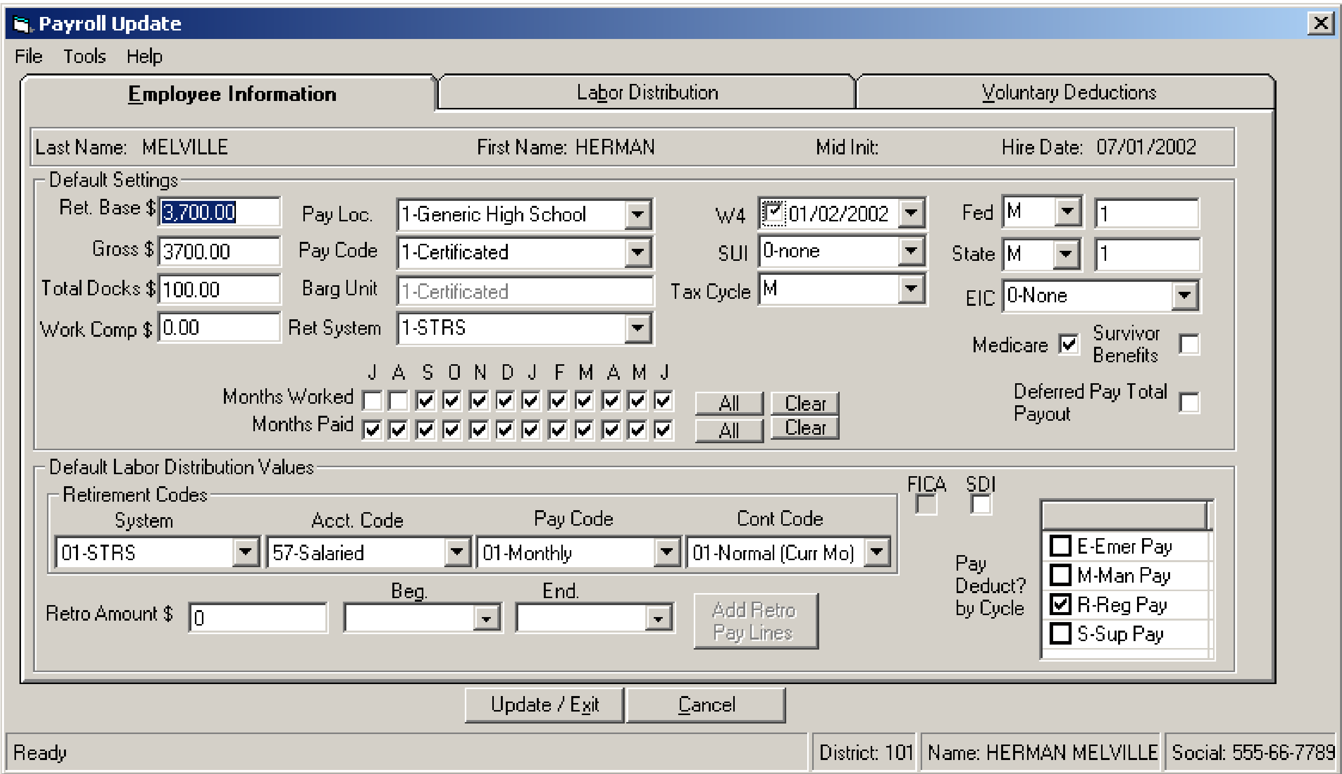

Illustration 2.3

2.7 Select the *Pay Location*, *Pay Code*, *Bargaining Unit*, and *Retirement System* in the second column of default settings. Bargaining units, which are specific to each District, often require certain Retirement Systems to be coded with them. *Note: Review settings with FCOE payroll if you have questions*.

2.8 If the *W4* date is not present, or if the Federal and State status changes, a W4 date must be input. Use the drop-down menu to view a calendar from which you may select a date.

2.9 Determine whether there is *SUI* for the employee; select the appropriate entry from the SUI drop-down menu.

2.10 Update the *Tax Cycle* if necessary. The default is monthly, if at some point you have additional choices they will appear here.

2.11 Ensure that the employee's *Federal* and *State* status is correct. Check their marital status and the withholdings they're claiming. If you make changes to these you must update the W4 date in the *W4* field.

2.12 If an employee claims an *Earned Income Credit* (EIC), select the appropriate item from the *EIC* drop-down menu. (Contact FCOE Payroll department for information.)

2.13 Check the *Medicare* box where the District participates and *Survivor Benefits* for those employees who receive them.

2.14 In the event that an employee who set aside a portion of their check as Deferred Pay is terminated or resigns, check the *Deferred Pay Total Payout* box. (See FCOE recommendation.)

2.15 There are two lines of check boxes, those for *Months Worked* and *Months Paid*. The months are set up by fiscal year, starting with July and continuing through June of the following calendar year. To pay an employee, you must check the appropriate boxes for months worked and months paid. If you wish to set up deferred for a 10/12, you would check *Months Worked* from September to June, and check the *Months Paid* for the entire year. To set up a 11/12, you would do the same as a 10/12 except that for *Months Worked*, you would not check July; all other situations may be set up as needed.

2.16 In the ***Default Labor Distribution Values***, you set up the *Retirement Codes*, choosing a type from the drop-down menu.

2.17 Choose an *Account Code* from its drop-down menu as well. (See FCOE Recommendations.)

2.18 Select a *Pay Code* from the four menu options. (See FCOE Recommendations.)

2.19 Finally, choose a *Contribution Code*. (See FCOE Recommendations.)

2.20 If the District has *SDI*, place a check in the box.

2.21 Choose a *Pay Deduct Cycle* from the four listed. This is used for the *Voluntary Deductions* and indicates on which pay cycle the system should apply the *Vol Deds*. *Note: If the employee is to apply Voluntary Deductions on a cycle other than regular for a one time only deduction, after that pay cycle has run, the Pay Deduct Cycle must be unchecked to keep it from being applied the next time that cycle occurs*.

(See FCOE Payroll department training for Retro.)

LABOR DISTRIBUTION

3.1 The ***Labor Distribution*** is used to code the type of pay, the labor line, and any special circumstances.

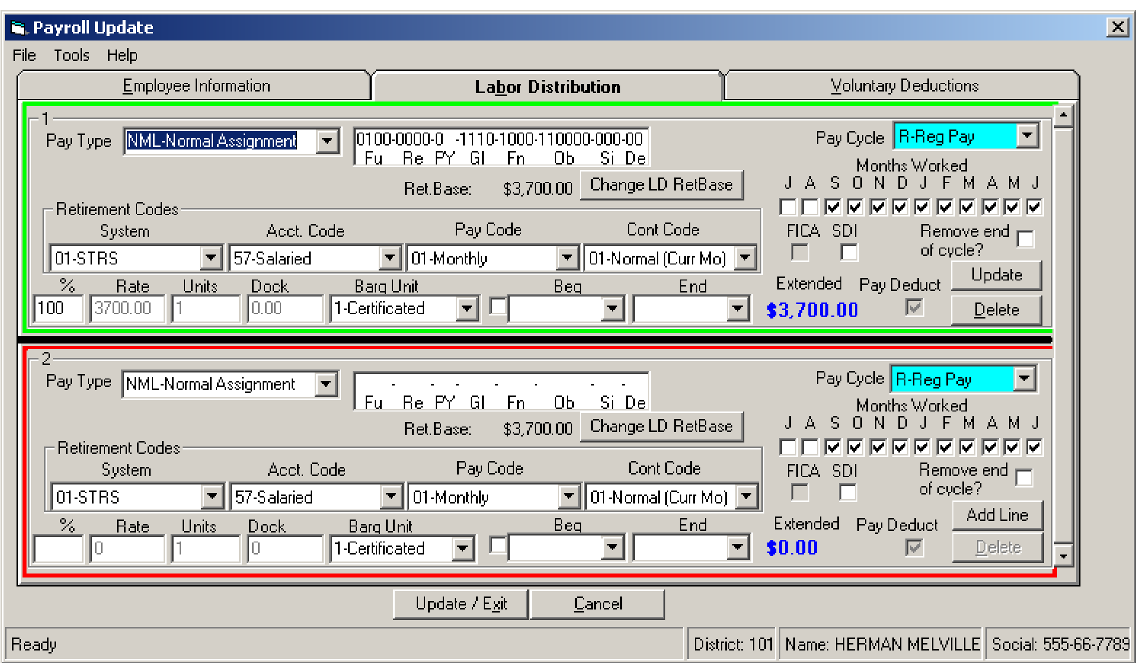

Illustration 3.1

3.2 Select a *Pay Type* from the drop-down menu for the employee. The *NML-Normal Assignment* must be used for the employee's normal monthly assignment. Any coaching pay, overtime, mileage or any number of other situations must also be set up here.

3.3 Enter the employee's labor line in the appropriate fields. Many employees are multi-funded; each account code would be entered as it's own labor assignment.

3.4 Determine the *Pay Cycle* used; this defaults to the *R-Reg Pay* cycle. This is where the Payroll department can determine when to pay the employee.

3.5 If the retirement base does not apply to the labor line that is being entered, it must be changed using the **Change LD RetBase** button. Click the button and enter a new amount in the message box that appears. When the amount has been entered, click the **Save** button.

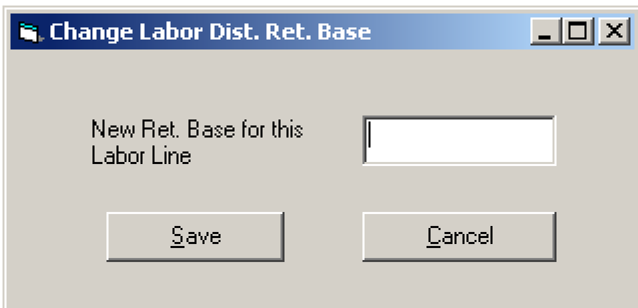

Illustration 3.5

3.6 Upon saving, the box will disappear and the retirement base for that line will change. In addition, if the line had previously been saved, the border around the Labor Distribution window would change from green to yellow, indicating that it had not yet been updated in the system.

3.7 Select the appropriate *Retirement, Account, Pay* and *Contribution* codes from their respective drop-down menus. (Refer to FCOE Payroll guidance.)

3.8 Enter a percentage in the *%* field if applicable. If the individual is being paid by an hourly or daily rate, enter the rate in the *Rate* field, and the corresponding units of time in the *Unit* field. This will automatically calculate the total pay in the blue *Extended* field.

3.9 If the employee was set up with a default *Dock* on the ***Employee Information*** page, this information will already be present in the *Dock* field. *Note: If the total of the docks and voluntary deductions exceeds the amount available to be paid, the employee's pay will show up as a net negative amount on the Error section of the Prelist. This must be corrected before payroll can be finalized and run.*

3.10If the payment is a one-time only payroll item, the **Months Worked** should only be checked for the month for which the individual is being paid, and the **Remove At End Of Cycle** box should be checked. This lets the payroll application know that once the expenses have been posted to the General Ledger, it should remove the ***Labor Distribution*** line from the application in order to not pay it again. *Note: Do not leave all of the **Months Worked** boxes checked and also check the **Remove At End Of Cycle**. This will continue to pay the employee on the specified **Labor Distribution** line for the entire year before removing it.*

3.11 If the District makes payments to SDI, check the **SDI** box. In the event that the specific labor line is not subject to SDI, remove the check in the box if it is present. *Note: If the **SDI** box is checked on the default page (Illustration 2.3), it should automatically be checked in the labor distribution line.*

3.12 When all of the items have been completed, click the **Add Line** Button to save the information entered. If you were making revisions to the line, you would click the **Update** button for the ***Labor Distribution*** line.

3.13 Continue to enter lines as needed for each individual. Once the line has been saved, a green border will surround the window; if any changes are made in a green window, the border will change to yellow to indicate that the changes have not yet been saved. You will also have the option to **Update** or **Delete** a line once it has been entered and initially saved.

3.14 To save the employee's entire Labor Distribution, click the **Update/Exit** button at the center bottom of the screen.

3.15 You are returned to the ***Search For Employee*** screen and may choose another employee to enter, or double-click in the current employee to enter the ***Voluntary Deductions***.

VOLUNTARY DEDUCTIONS

4.1 The Voluntary Deduction (Volded) screen is the third tab of the Payroll Update function. In it you will initially see a red border around the data entry area where there are no Voldeds currently set up.

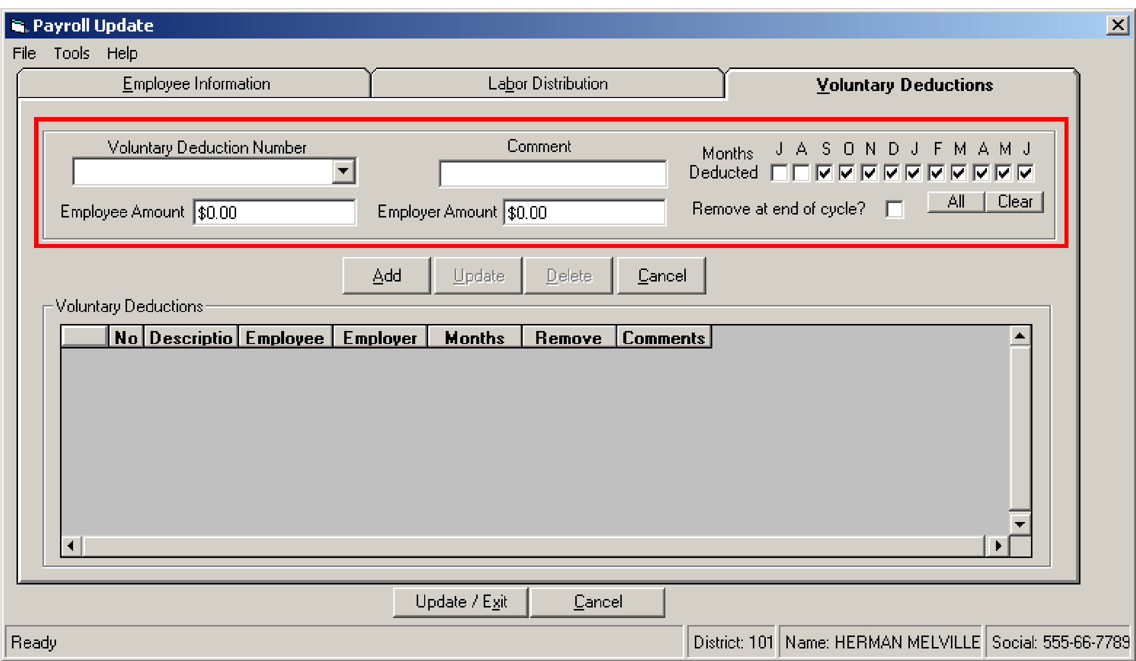

Illustration 4.1

4.2 Choose a Volded type from the drop-down menu in the *Voluntary Deduction Number* field.

4.3 You may enter any comments regarding the employee's deduction in the *Comment* field.

4.4 Select the months that this employee will have this deduction from the *Months Deducted* data area. This lets the system know on which of the employee's payroll warrants to apply the Deduction. If it is a one time deduction and should not appear again, check the appropriate month and ensure that the Remove At End Of Cycle box is checked. This will apply the specific deduction once and then remove it from the system to ensure it does not appear in subsequent payroll periods.

4.5 Enter an *Employee Amount* to be deducted, and if appropriate, an *Employer Amount* in the appropriate fields.

4.6 Click the Add button to enter it in the grid below titled *Voluntary Deductions*.

4.7 Continue entering as many deductions as the employee has requested. *Note: If the total of the voluntary deductions and docks exceeds the amount available to be paid, the employee's pay will show up as a net negative amount on the Error section of the Prelist. This must be corrected before payroll can be finalized and run*.

4.8 Once all of the Voldeds have been entered and saved to the grid, click the **Update/Exit** button at the bottom center section of the screen to save the information to the employee's payroll.

VERIFYING AND PRELISTING PAYROLL

5.1 Select the ***Payroll Prelist/Verification Report*** from the ***Payroll Reports***, ***Payroll Prelists Reports*** menu options.

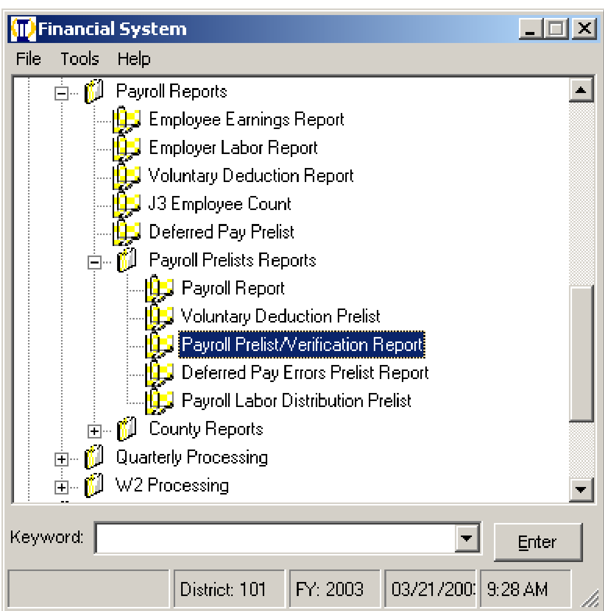

Illustration 5.1

5.2 Select the *Pay Cycle* and *Month Period Ending* for the payroll you are running from the respective drop-down menus.

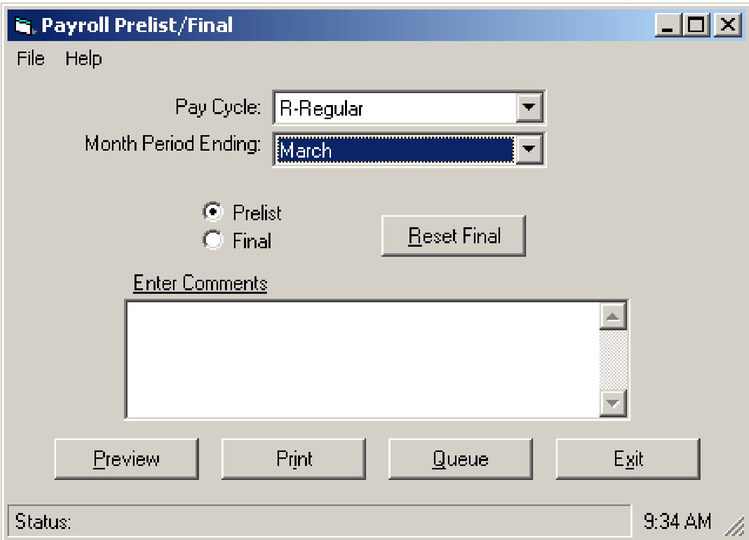

Illustration 5.2

5.3 Select the *Prelist* radio button, enter any comments for the report that you wish to see. *Important: **DO NOT** finalize the payroll*. (See FCOE Payroll Instructions.)

5.4 Choose **Preview**, **Print** or **Queue** from the buttons near the bottom of the window. *Note: Use Queue for most regular payroll due to the size and complexity of the calculations.*

5.5 To *Preview* or *Print*, select a printer from the Printer Prompt window that appears or choose cancel.

5.6 To retrieve the report from the *Queue*, select ***Report Queue*** from the main menu options. Double-click in the application to open it.

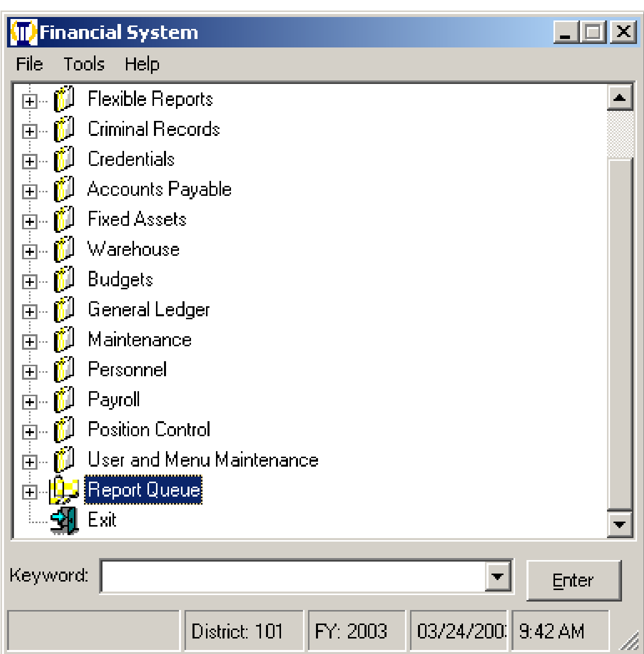

Illustration 5.5

5.7 The Queue will appear and when the report is completed, you will be able to select it out of all the stored reports that are present. Highlight the appropriate report and select **Print**, **Preview**, **Exit** or **Delete** from the buttons at the bottom.

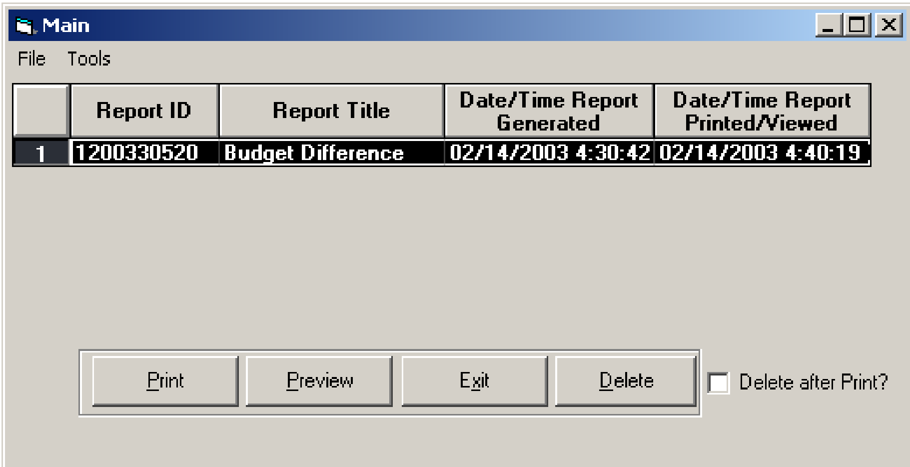

Illustration 5.6

5.8 The Prelist report will have an additional tab for errors or exceptions; view the report, print any exceptions or errors that have appeared, return to the Payroll application and fix them. Repeat the Prelist again until Payroll is correct. *Important:* ***DO NOT*** *finalize the payroll*. (See FCOE Payroll Instructions.)