

Payroll Employee Records Module

This module is used to enter and update employee pay, deductions and benefit information. This module consists of the following eighteen screens:

- Employee Master Setup Screen
- Employee Tax Control Screen
- Primary Contract/Salary Screen
- Additional Contracts/Salaries Screen
- Employee Gross Pay Rate Tables
- Employee One-Time Postings Screen
- Payroll Employee Direct to Net Posting Screen
- Employee Benefits Screen
- Employee Mandatory Deductions Screen
- Employee Elective Deductions Screen
- TaX-Deferred Payment Agreement Screen
- Gross Pay by Earning Codes
- Gross Pay by Item Codes
- Gross Pay Distribution by ASN
- Benefit Distribution by ASN
- Employee Calendar YTD Totals Screen
- Employee Register Records Screen
- Historical Register Records Screen

The following applies to all segments of this chapter.

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

Employee Master Setup Screen

The *Employee Master Setup Screen* is used to enter data that defines how the employee's pay is calculated and delivered. Data entered on this screen is very important and should be carefully checked before saving. The information entered is used throughout the Human Resources system to generate employee records, and required reports to the government and other third parties.

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you select **Modules » Payroll Employee Records » Employee Master Setup Screen**, you will see the following:

The screenshot shows the 'Employee Master Setup Screen' window. At the top, there are fields for SSN, Name (L,F,M), and Building. Below this, the screen is divided into several sections:

- Employee Demographic Information:** Street Address (23920 FINCH AVENUE), City, State and Zip (MATTAWAN MI 49071).
- Miscellaneous Controls:** P/R Schedule (BIWK - BiW), Earnings Code (MM), Workers Comp. (8868), Advance EIC (- (blank)), Last Payroll (10/05/2012), Medicaid Outreach? (<Blank>).
- Payroll Check / Direct Deposit Data:** Check/Direct Deposit (D - Direct Dep), Organization (LMICU), Transaction Type (22 - Checking), Acct. No. (empty).
- Federal Income Tax:** Filing Status (M - Married), Exemptions (1), Additional Withholding (0.00).
- State Income Tax:** State Abbreviation (MI - Michigan), Exemptions (1), Additional Withholding (0.00).
- MPSERS Information:** Retirement Plan (H = Pension F), Ret. Health Care Rate (3.0% - Regula), Wage Code (01), ORS Class Code (1630), Frequency of Pay (21), Rate of Pay (0.00), DC Contribution % (2.00), Pension Election (<select a valid...>), RHC or PHF? (Personal Hea), PHF Contribution % (2.00), Emp first worked on/after 04-Sep-12 (checked), Plan Choice (Pension Plus).

Employee Master Setup Screen

Data Field Descriptions

SSN, Name (L, F, M) and Building

System-maintained Field - These fields are shown as entered in the *Personnel Module* on the *Primary Employee Screen*. The employee *Name* and *Building* fields may only be changed on that screen. If you type a number in the *SSN* field, the system will display the data for the employee with that Social Security Number, or the closest match. If you type in the *Name* field - through the middle initial - the system will display the data for

the employee with that name or the closest match. If you type a name that matches more than one employee in the system, the system will display a screen of employee names with the message *Please select desired employee name and click OK*. You may then select the employee whose record you wish to see.

Employee Demographic Information section

Demographic Fields *Mandatory Field* - The Employee Demographic Information section displays data from the *Personnel Module* on the *Primary Employee Data* screen. Data in blue cannot be changed on this screen; it must be updated in the *Personnel Module* on the *Primary Employee Screen*.

Miscellaneous Controls section

P/R Schedule This field is used to enter the payroll schedule on which the employee will normally be paid. Enter the first letter of the code or click on the drop-down menu and select the appropriate schedule. Options include:

BIWK – Biweekly
 MONTH – Monthly
 NOSCH – Non-Scheduled
 SEMI – Semi Monthly
 WKLY – Weekly

In addition to the regular schedules above, the system allows the processing of “Non-Scheduled” payroll runs, i.e. payroll runs that deviate from the normal payroll schedule.

Example: Your district normally pays all employees on a biweekly schedule; however, a group of employees (perhaps bus drivers) negotiates a new wage scale and is owed retroactive pay from previous pay period(s). You may process a Non-Scheduled payroll run for just this group of employees, giving them their retroactive pay on a separate pay date from their normal schedule.

Though the option exists, it is strongly discouraged. Particularly with the transition to pay period reporting to the Office of Retirement Services, payroll processing and reporting will work most smoothly if all employees are paid on a fixed, biweekly schedule.

Earnings Code *Mandatory Field* - This is a *very* important field. The contents of this field determine how many of the benefits and deductions for this employee are calculated. This code describes the employee in terms of their relationship to retirement benefits and deductions as well as their obligations regarding Medicare and Social Security withholding taxes. The most common codes

are:

- MM** Member of the **MPSERS** retirement system
- RET** **RETI**ree from the MPSERS system
- STDNT** A **STuDeNT** who is exempt from the MPSERS benefit and deductions as well as the FICA benefit and Medicare and Social Security deductions
- XMPS** **EXeMPt** from the **MPSERS** benefit and deductions

The default code is MM and is automatically filled in when you enter data for a new employee on the *Primary Employee Screen* in the *Personnel Module*. To view a list of codes that you may use, press the spacebar and then press **Enter**. The code entered on this screen will appear as a default the first time you go to the employee's *Primary Contract/Salary* and *Additional Contracts/Salaries* screens. If you change this field after the first successful save (that is, after you receive the message *Payroll Master Records added for the Employee.*), the *Earnings Code* field will **not** change on any other screens. Therefore, if the employee's situation is changing on a permanent basis, you may need to change the *Earnings Code* field on the *Primary Contract/Salary* and/or *Additional Contracts/Salaries* screens as well.

- Workers Comp** The Workers Comp codes are located in the drop down menu. The code is associated with a rate on the Payroll Workers' Compensation Rates Records Screen. This will determine the rates at which the Workers Comp is calculated.
- Advance EIC** Beginning in January 2011, this field is obsolete. The dropdown will still let you make a selection, but the system will not calculate the Advance EIC when the payroll is run.
- Last Payroll** *System-maintained Field* – This field indicates the last payroll date that this employee was paid on.
- Medicaid Outreach?** If an employee is to appear on the *Employee Register Detail Summary Report – Medicaid Outreach Version* report found on the *Employee Register Records Screen*, select the field and choose "Include employee in Medicaid Outreach Report". To remove the employee from the report, select <Blank> or "Exclude employee from Medicaid Outreach Report".

Pay Check / Direct Deposit Data section

- Check/Direct Deposit** *Mandatory Field* - Used to indicate if the employee is to receive their net pay as a Check (C), or if their net pay is to be a Direct Deposit (D) into their savings or checking account. Click on the drop-down menu and select either C – Check or D – Direct Deposit. If Direct Deposit (D) is selected,

you must also enter information in the *Organization, Transaction Type* and *Acct. No.* fields. If you choose Check (C), the cursor moves to the *MPSERS Information* section.

Organization	This field indicates the organization (i.e. bank, credit union, etc.) where the employee's net pay is to be deposited. Press the Enter key to see a list of organization codes displayed in a new window. Select the appropriate code and press Enter to select the code.
Transaction Type	If the Direct Deposit is to be done via the ACH system, you must enter the code for the type of account the deposit is to be made in. Click on the drop-down menu and select 22 to indicate a checking account or 32 to indicate a savings account.
Acct No.	The account number for the direct deposit of net pay must be entered as it appears on the employee's check or deposit slip from the selected organization. A maximum of 17 characters can be entered.

MPSERS Information section

Retirement Plan	<i>Mandatory Field</i> - This field is used to indicate the appropriate retirement plan for the employee. This is a very important field. The contents of this field determine how the MIP, Federal and State withholding tax deductions for this employee are calculated. If you are not sure of the employee's status, you can check by visiting the State's website on the internet at https://mis.state.mi.us/dmb/ors/mis/ . Click on the drop-down menu and select one of the following:
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- A = Graded M.I.P. (Auto enroll)
- B = Basic MPSERS Plan
- H = Pension Plus (enroll after 6/30/2010)
- M = Fixed M.I.P. (elected enroll)
- P = MIP-Plus (enroll after 6/30/2008)
- W = Withdraw from MIP
- X = not under MPSERS

Ret. Health Care Rate	This field indicates the rate of the deduction for the Retiree Health Care Fund contribution to the MPSERS pension system. <ul style="list-style-type: none"> • R = the employee earned \$18,000 or more in fiscal year 2009-10, <u>OR</u> the employee is a new hire and is expected to earn over \$18,000.00 during the 2010-11 fiscal year. • L = the employee earned some gross wages (greater than zero) at your district but less than \$18,000 during fiscal year 2009-10. • N = the employee's first work day will be on or after 01-jul-2010 and is expected to earn less than \$18,000.00 during the 2010-11 fiscal year.
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Wage Code This field contains the default Wage Code to be reported to the Office Of Retirement Services, in the event that no wage code is found on the screen from which the employee was paid for the pay period being reported to ORS. If a wage code is present on the *Primary Contract/Salary Screen*, the *Additional Contracts/Salaries Screen* or the *One-time Postings Screen* when the employee is paid, those code(s) will be used. This code will be used only when the others are not found.

ORS Class Code As with the Wage Code above, this is the default Employment Class code to be reported to the Office Of Retirement Services, in the event that no class code is found on the screen from which the employee was paid for the pay period being reported to ORS. If a class code is present on the *Primary Contract/Salary Screen*, the *Additional Contracts/Salaries Screen* or the *One-time Postings Screen* when the employee is paid, those code(s) will be used. This code will be used only when the others are not found. The codes are defined by the Michigan Public Schools Employee Retirement System (MPERS). The code indicates the member's primary job duties. Select the correct code from the drop-down menu.

Rate of Pay As with the Wage Code above, this is the default Pay Rate to be reported to the Office Of Retirement Services, in the event that no pay rate is found on the screen from which the employee was paid. If a pay rate is present - or can be calculated - on the *Primary Contract/Salary Screen*, the *Additional Contracts/Salaries Screen* or the *One-time Postings Screen* when the employee is paid, that rate will be used. This rate will be used only when the others are not found.

DC Contribution % This field is not new; however, it has been renamed from *Contribution %*, to distinguish it from the new *PHF Contribution %* and help clarify its relationship with other fields required to comply with MPERS reporting requirements. The field applies to employees whose *Retirement Plan* is set to H = Pension Plus and contains the percent to be deducted from the employee's **gross pay** as their contribution to the defined contribution portion of their retirement plan.

If the *Retirement Plan* is not set to H = Pension Plus, the system will set this field to 0.00.

If the new field *Emp. first worked on/after 04-Sep-2012* is checked, the system will set the percentage in this field based on the value of the *Plan Choice* field. If the *Plan Choice* is Pension Plus, the system will set this field to 2%. If the *Plan Choice* is Defined Contribution, the system will set this field to 6%. We anticipate allowing this field to be changed to other percentages in later releases, but for now, we will keep things simple and restrict it to the two percentages as described here.

For employees who first worked as MPERS members before 04-Sep-2012 and are included in the Pension Plus plan, this field is initially set to 2.00% but may later be changed to other numbers, based on the actions of the employee.

Pension Election	<p>This field applies to employees who first worked as MPSERS members prior to 01-Jul-2010. These employees must indicate the pension plan they wish to be a part of, moving forward from the transition date which is currently scheduled to occur in December 2012. If they do not complete an election by the deadline, the field will be set to Option 3 and maintain their current level of contribution to the pension fund.</p>
RHC or PHF?	<p>This field will be used for employees who worked as MPSERS members prior to 04-Sep-2012.</p> <p>These employees are required to make a Retirement Healthcare Election and choose to continue contributing 3% of their compensation to the Retiree Healthcare Fund and keep their premium subsidy benefit - or not pay the 3 percent contribution and instead choose the Personal Healthcare Fund.</p> <p>This field contains the choice made by these employees.</p> <p>The choice must be made prior to the deadline and will take effect after the transition date, which is currently scheduled to occur in December 2012. If they do not complete an election by the deadline, they will continue contributing 3% of their compensation to the Retiree Healthcare Fund (the "RHC" deduction).</p>
PHF Contribution %	<p>This field contains the percent to be deducted from the employee's gross pay, as their contribution to their Personal Healthcare Fund described above.</p> <p>If the new field <i>Emp. first worked on/after 04-Sep-2012</i> is <u>checked</u>, this field will be set to 2%. We anticipate allowing this field to be changed to other percentages in later releases, but for now, we will keep things simple and restrict it to 2.00% for this group.</p> <p>If the new field <i>Emp. first worked on/after 04-Sep-2012</i> is <u>not checked</u>, this field will be set to 0%. We anticipate allowing this field to be changed to other percentages in later releases, but for now, we will keep things simple and restrict it to 2.00% for this group.</p>
Employee first worked on/after 04-Sep-12	<p>This important field indicates whether an employee first worked as a member of MPSERS on or after 04-Sep-2012, or whether they were an active member of MPSERS at some point before 04-Sep-2012.</p> <p>If the employee first worked as a member of MPSERS on or after 04-Sep-2012, place a check in the box; otherwise, leave the box empty.</p> <p>When this field is checked, it will cause the following changes:</p> <ul style="list-style-type: none"> - The <i>Retirement Plan</i> field will be set to <u>H = Pension Plus (enroll after 06/30/2010)</u>. - The <i>DC Contribution %</i> will be set to 2.00% of the employee's

- **gross** wages.
- The *PHF Contribution %* will be set to 2.00% of the employee's **gross** wages.
- The employee will have a new benefit record, "PHFEM" included in their register records.
- The employee will have a new deduction record, "PHFMC" included in their register records.
- The employee will **not** have RHC deducted from their earnings.
- The employee will continue to have MIP deducted from their earnings, based on the percentages for the Pension Plus plan.
- The employer contribution will continue to be made at the Pension Plus rate.

Please note: if the *Employee Master Setup Screen* has already been setup for an employee and their *Retirement Plan* field is **not** H = Pension Plus (enroll after 06/30/2010), then this field will be disabled. Therefore, to indicate the employee first worked as a member of MSPERS on or after 04-Sep-2012, you must first change their *Retirement Plan* field to H = Pension Plus (enroll after 06/30/2010) and do a *Save*.

Plan Choice

For those employees who first work as a member of MSPERS on or after 04-Sep-2012, they must select whether they wish to join the Pension Plus retirement plan or a new, Defined Contribution (DC) plan. New employees will have 75 days from the date of their first pay period to make their election; if no election is made they will be placed in the Pension Plus plan.

If this field is set to Defined Contribution (DC) plan – 2, then in addition to the other changes listed above, the system will make the following changes:

- The employee will no longer have the MIP deduction taken from their earnings.
- The *DC Contribution %* will be set to 6.00% of the employee's gross wages.

If the employee remains in the Pension Plus plan – either by election or default, they will have MIP deducted from their earnings, based on the percentages for the Pension Plus plan.

Federal Income Tax section

Filing Status

This field is used to determine the Federal Income Tax withholding rates per the employee's W-4 form. Click on the drop-down menu and choose from the following:

- S – Single
- M – Married
- H – Married at a Higher (single) rate

Exemptions

Enter the number of exemption allowances from the employee's W-4 form. If an employee claims exemption from withholding on their W-4 form, Enter 88 in the field. This will prevent the system from calculating Federal

Income Tax withholding.

Additional Withholding If the employee requests on their W-4 form that an additional amount of Federal Income Tax should be withheld, enter the additional amount to be withheld each payroll period in this field.

State Income Tax section

State Abbreviation Used to indicate the appropriate tax chart for the state in which wages are reportable. Click the drop-down menu and select either MI – Michigan or IN – Indiana. You may also elect to enter the M or I and then press enter or tab to accept.

Exemptions Employers must report all new hires to the State of Michigan. Enter the number of exemption allowances from the employee's MI-W4 form. If an employee claims exemption from Michigan Income Tax withholding because income tax liability is not expected, enter 88 in the field. This will prevent the system from calculating Michigan Income Tax withholding.

As stated on the MI-W4... "If the employee claims more than nine personal and dependency exemptions or claims a status exempting the employee from withholding, you must file their original MI-W4 with the Michigan Department of Treasury." A good rule of thumb is to double check the MI-W4 form yearly for changes in instructions for the Employer. You can visit the Treasury Web site at: <http://www.michigan.gov/treasury>

Additional Withholding If the employee requests on their MI-W4 form that an additional amount of Michigan Income Tax should be withheld, enter the additional amount to be withheld each payroll period in this field.

View

Log of Changes to MPSERS Information Fields

With all the changes included in this release and earlier versions, there are now several fields on the screen that determine how critical benefits and deductions are calculated in employee payroll register records. Some of these fields have election deadlines, defaults if no election is made, are irrevocable; apply to only some groups of employees, depend on the settings of other fields in the group, etc., etc.!

To help you see what fields have been changed and when, you may click on the *View* and select the *Log of changes to MPSERS Information fields* option. The system will display a log of changes to selected fields, for the employee displayed. The log entries are in date order, from earliest to latest.

Operations

There are no operations available on this screen.

Reports

Last Date Paid Report

Prints a list of employees' last payroll payment dates, including the termination date and termination code.

Employees Marked for Deletion in Payroll

Prints a list of all employees who have been marked for deletion, showing their termination date and code.

Employee Tax Control Screen

The *Employee Tax Control Screen* is used for two purposes. You may have the system deduct Federal or State tax withholding amounts for the current payroll other than what normal tax calculations would be. Also, the screen is used to enter important figures to appear on an employee's W-2 form. The data displayed in blue on this screen is maintained by the system and cannot be changed on this screen. The data must be changed on the *Employee Master Setup Screen*.

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you select **Modules » Payroll Employee Records » Employee Tax Control Screen**, you will see the following:

Payroll Employee Tax Control Screen

Data Field Descriptions

SSN, Name (L, F, M) and Building *System-maintained Field* - These fields are shown as entered in the *Personnel Module* on the *Primary Employee Screen*. The employee Name and Building fields may only be changed on that screen. If you type a number in the SSN

field, the system will display the data for the employee with that Social Security Number, or the closest match. If you type in the Name field - through the middle initial - the system will display the data for the employee with that name

or the closest match. If you type a name that matches more than one employee in the system, the system will display a screen of employee names with the message *Please select desired employee name and click OK*. You may then select the employee whose record you wish to see.

Current Tax Break

This field may be used to adjust the federal taxes and is used to lower the federal tax that will be withheld for the current payroll only. Normally, the tax break field is used when an employee is receiving an exceptionally high amount of pay for the current payroll. To use the tax break feature, enter the number in the field that corresponds to the number of payrolls it would normally take the employee to earn the total amount of pay that they are receiving for the current payroll.

Example: For the following example you would enter a 2 (two) in the tax break field...

Normal Wage (Every Payroll)	\$1,000
Additional Wage (This Payroll Only)	<u>850</u>
Total Wage (This Payroll)	\$1,850

When the payroll is calculated, the system will take the total pay of \$1,850 and divide by 2 (two) – the tax break – compute the taxes based on \$925, then multiply the taxes by 2 (two). Thus, the resulting taxes will be proportionate to the rate the employee normally pays. If the employee was receiving \$1,850 in addition to their normal \$1,000, then you would enter a 3 (three) in the tax break, etc.

The tax break field only affects Federal Income Tax (FIT).

Advance E.I.C. *System-maintained Field* - The *Advance E.I.C.* section displays data from the *Employee Master Setup Screen* in this module.

Federal Income Tax section

Pre-calculated amount Normally, the system will calculate Federal Income Tax withholding amounts for an employee based on rules from the Internal Revenue Service, as described in their *Circular E* or similar publications. The system allows you to override this method by entering an amount in the *Pre-calculated amount* field. You should use this feature with caution, and only when you have determined that there is a good reason to override the system's normal calculation methods. After the current payroll has been run, this field will be reset to "-9.99".

Filing Status *System-maintained Field* - The Federal Income Tax section displays data from the *Employee Master Setup Screen* in this module.

Exemptions	<i>System-maintained Field</i> - The Federal Income Tax section displays data from the <i>Employee Master Setup Screen</i> in this module.
Additional Withholding	<i>System-maintained Field</i> - The Federal Income Tax section displays data from the <i>Employee Master Setup Screen</i> in this module.

State Income Tax section

Pre-calculated Amount	Normally, the system will calculate State Income Tax withholding amounts for an employee based on rules set by the Michigan Department of Treasury. The system allows you to override this method by entering an amount in the <i>Pre-calculated amount</i> field. You should use this feature with caution and only when you have determined that there is a good reason to override the system's normal calculation methods. After the current payroll has been run, this field will be reset to "-9.99".
Filing Status	<i>System-maintained Field</i> - The State Income Tax section displays data from the <i>Employee Master Setup Screen</i> in this module.
Exemptions	<i>System-maintained Field</i> - The State Income Tax section displays data from the <i>Employee Master Setup Screen</i> in this module.
Additional Withholding	<i>System-maintained Field</i> - The State Income Tax section displays data from the <i>Employee Master Setup Screen</i> in this module.

Local Income Tax section

This feature is currently unavailable and should not be used at the present time. The field has no effect on your employee records. When the feature is ready for use, you will receive notice via the Release Notes included in the HR system update.

W-2 Form Fields section

This section allows you to enter figures that will appear on the employee's W-2 form. In general, you must also make other entries on regular payroll runs related to these W-2 figures. Further instructions are detailed below.

Non-qualified plans Figures section	The next two fields appear under the heading <i>Non-qualified plans Figures</i> . Amounts entered in these fields will be added together and appear in Box 11 of the employee's W-2 form, labeled <i>Nonqualified plans</i> . This box is used to report distributions to an employee from a nonqualified plan or a nongovernmental section 457 plan. According to the IRS publication <i>2002 Instructions for Forms W-2 and W-3</i> , "the purpose of box 11 is for the SSA to determine if any part of the amount reported in box 1 or boxes 3 and/or 5 was earned in a prior year. The SSA uses this information to verify that they have
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properly applied the social security earnings test and paid the correct amount of benefits". The instructions and situations are rather complex; please consult your district's financial and/or legal consultants for further advice on the proper use of these boxes.

**Sec. 457
Dis./Con.**

This field may be used to enter an amount representing distributions or contributions to a Section 457 plan. The amount entered in this field will be added to the amount in the *Not Sec. 457 Dis./Con.* field and the total will appear in Box 11, *Nonqualified plans*, of the employee's W-2 form.

**Not Sec. 457
Dis./Con.**

This field may be used to enter an amount representing distributions or contributions to a nonqualified plan that is NOT a Section 457 plan. The amount entered in this field will be added to the amount in the *Sec. 457 Dis./Con.* field and the total will appear in Box 11, *Nonqualified plans*, of the employee's W-2 form.

Retirement Plan

Normally, the system will indicate that an employee was an active participant in a retirement plan via the checkbox on the W-2 form if any of the following conditions apply:

- a) The employee received gross pay during the calendar year that was entered with an *Earning Code* that indicates they are a member of the retirement system that serves your district (i.e. Earning Code = MM indicating a member of the Michigan Public Schools Employee Retirement System).
- b) The employee made contributions to a 401K, 403B or Section 457 plan via the corresponding elective deduction.

If neither of the above is the case, and the employee should still have the Retirement Plan checkbox filled in on the W-2 form, you may enter a check in this field to force the W-2 form checkbox to be checked.

**Third-party Sick
Pay**

This field should be checked if the employee's W-2 wages include sick pay paid by a third party (e.g. insurance company). This will cause a check to appear in Box 13 of the employee's W-2 form, in the box labeled *Third-party sick pay*.

**Employer Share
HSA**

Employer Share HSA - *If your district contributes to an HSA (Health Saving Account) for employees, this must be reported on the W-2 forms. Enter the employer's contribution amount to an employee's Health Savings Account. Amounts entered in this field will appear in box 12 with a code W on the W-2 Forms. This field allows you to manually enter an amount for the employer's contribution that will override the system calculated amounts.*

**Group Term
Insurance**

- This field is used if your district provides additional Group Term Insurance to the employee. Enter the value of Group Term Insurance, as described in the Internal Revenue Service publication *Instructions for Forms W-2 and W-3*. Amounts entered in this field will appear in box 12 with a code C on the W-2 Forms.

**Nontaxable
Sick Pay**

Nontaxable Sick Pay allows you to enter an amount that will be included on the employee's W-2 form in Box 12 with the code "J". This amount is not included

in the file of W-2 records reported electronically to the Social Security Administration.

Health Care Costs

Beginning with the W-2 forms for calendar year 2012, employers will be required to report the cost of employer-sponsored health coverage. Specifically, the total cost will appear in Box 12, with a code of DD. This total cost includes both the employer paid amounts (benefits items) and employee paid amounts (deduction items). This field allows you to manually enter an amount for the employee's benefit and deduction that will override the system calculated amounts.

Automobile Allowance

This field is used if your district provides payment to the employee that is considered an automobile or vehicle allowance. Enter the value of the personal use of the vehicle, as described in the Internal Revenue Service publication *Instructions for Forms W-2 and W-3*.

FIT w/h by 3rd Party Payer

This field is used to include the amount of Federal Income Tax withheld by a payer of 3rd party sick pay. This figure does not appear on the employee's W-2 form; however, it is included in the file of W-2 records submitted electronically to the Social Security Administration in the (EFW2) format.

Wrk. Cmp. Paid by 3rd Party

This field is obsolete and not to be used.

MIP Due on Wrk. Cmp.

This field is obsolete and not to be used.

Note:

After entering all necessary data, select **Save** on the menu bar or press the **F4** key. Be sure you receive the message *Employee Record Updated* if you are modifying existing records. To redisplay the last message, press the **CTRL** and **M** keys on your keyboard at the same time.

Operations

There are no operations available on this screen.

Reports

There are no reports available on this screen.

Primary Contract / Salary Screen

This screen is used to enter and maintain information for employees who are normally paid a constant amount each payroll period.

The KTS HR/Payroll System uses the term “Contracted” to indicate a payroll situation where the employee and the district have signed a contract document that states that the employee is to receive a certain amount of pay during the course of a contract’s duration. For example: a teacher signs a contract for the school year agreeing to work from August through June for a yearly salary of \$32,000.00, to be paid in equal installments over the 26 payrolls of the school year.

The term “Salaried” is used to describe a situation where the employee receives a constant amount of pay for each pay period, but has not signed any type of formal agreement specifying an amount of pay to be received over a period of time. For example, a secretary who will normally receive \$1200.00 each biweekly payroll but whose employment may be terminated at any time without legal (contractual) considerations.

It is important to thoroughly understand the difference between these two pay situations, because it affects many figures and functions throughout the payroll system and the reports it produces.

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you select **Modules » Payroll Employee Records » Primary Contract/Salary Screen** you will see the following:

several other conditions that are necessary for the employee to receive this amount. The *P/R Schedule* field must match the schedule of the payroll to be run, and the *Payment Frequency* must be consistent with the *Pay of Month* field as shown on the *Pay Dates Definition Screen* in the *Payroll Module Administration Module* for the payroll to be run. There are several other conditions that can affect the results of the next payroll and cause the employee to receive an amount other than the amount in this field. These conditions are described in the remainder of the instructions for this screen.

New Amount This field is used to enter a new payroll amount for this contract/salary item. The next time a payroll is run, the employee will receive this amount, unless it is overridden by an entry in the *1-Time Amount* field.

If an entry (other than -9.99) is made in this field, after the payroll has run, the amount will be moved to the *Amount* field above, and this field will return to a "-9.99", indicating that it is empty.

Throughout the system, when a numeric field is empty – that is, the user has made no entry in the field - the field displays a "-9.99". This is different from the field containing "0.00" (zero). In the case of a *New Amount*, if the field contains a "-9.99", then the system ignores the field in calculations. If the field contains a "0.00", then the system considers zero to be the new amount for this item, and will use zero when calculating the payroll amount for the next payroll run.

1-Time Amount This field is used to enter an amount that the employee is to receive for this contract/salary item, only for the next payroll to be run.

Throughout the system, fields labeled *1-Time Amount* allow you to enter a figure for a payroll item that will override any other figures for the next payroll to be run. After the payroll has been run, 1-Time Amount figures are always set back to "-9.99", indicating that the field is empty. The advantage of 1-Time Amounts is that adjustments can be made for exceptional circumstances without having to remember to change anything back to the normal amount after running a payroll.

As noted above, after the payroll has been run, the 1-Time Amount will be set back to "-9.99", indicating it is empty.

Deduct Amount You may use this field to lower the employee's pay for the next payroll to be run. For example, an employee may normally receive \$1230.77 each biweekly payroll period. If the employee was absent and should not receive pay for two days, then you would enter a \$336.84 in this field (Employee is contracted for \$32,000 for 190 days. Therefore, dividing the Contract amount by the days equals a 168.42 daily rate). When you enter an amount in this field, the system automatically deducts this amount from the amount the payroll system would otherwise pay the employee for this contract/salary item. If the *Amount* field contains \$1230.77 the system will deduct \$336.84 from \$1230.77 and will pay the employee \$893.93 for this contract/salary item on the next payroll.

Remember that entries in the *New Amount* and/or *1-Time Amount* fields override the figure in the *Amount* field. To continue the example, if the *New Amount* contains \$1280.00, the system will deduct \$336.84 from \$1280.00 and will pay

the employee \$943.16 for this contract/salary item on the next payroll. Finally, if the *1-Time* amount in this example contained a \$1526.15, the system would adjust the employee's pay to result in \$1189.31 for the next payroll.

In any case, if the *Contracted?* field is "*Contracted*" (meaning the item is a contract as opposed to a salary item as described above), the system will also add the *Deduct Amount* to the previous *Deductions* amount in the *Contract Figures* section, when the payroll is run.

Contract Figures section

This section of the screen contains figures for the employee's contract, if they are contracted as defined above.

Amount System-maintained field - This field displays the amount of the employee's primary contract. If the *Contracted* field is set to "*T*" (i.e. this screen is for a contracted employee – as opposed to salaried), the system will add the gross pay amount (from the Payroll Figures section) to the *Earnings* total below and subtract it from the *Balance* total below whenever a payroll is run.

To change the amount, enter the new amount in the *New Amount* field as described below.

New Amount This field is used to enter a new primary contract amount for this employee. The next time a payroll is run, the amount in this field will be moved to the *Amount* field above, and this field will return to a "-9.99", indicating that it is empty.

Throughout the system, when a numeric field is empty – that is, the user has made no entry in the field - the field displays a "-9.99". This is different from the field containing "0.00" (zero). In the case of a *New Amount*, if the field contains a "-9.99", then the system ignores the field in calculations. If the field contains a "0.00", then the system considers zero to be the new amount for this item, and will use zero when updating the contract amount described above.

Earnings System-maintained field - If the *Contracted?* field is set to *Contracted* (not *Salaried*), the system updates this field when the employee receives gross pay from this item. The amount of the gross pay, plus any *Deduct Amount* if present, is added to the *Earnings* total.

Deductions System-maintained field - If the *Contracted?* field is set to *Contracted* (not *Salaried*), the system updates this field when the employee receives gross pay from this item. The *Deduct Amount*, if present, is added to the *Deductions* total.

Balance System-maintained field - If the *Contracted?* field is set to *Contracted* (not *Salaried*), the system updates this field when the employee receives gross pay from this item. The *Earnings* amount above is subtracted from the contract *Amount* and placed in the *Balance*.

Calendar YTD System-maintained Field - This field is maintained by the system and reflects the Calendar Year-To-Date earnings less deductions.

MPSERS Information section

Earnings Code *Mandatory Field.* This is a very important field. The contents of this field determine how many of the benefits and deductions for this employee are calculated. This code describes the employee's pay in terms of their relationship to retirement benefits and deductions as well as their obligations regarding Medicare and Social Security withholding taxes. The most common codes are:

MM	Member of the MPSERS retirement system
RET	RETI ree from the MPSERS system
STDNT	A StuDeNT who is exempt from the MPSERS benefit and deductions as well as the FICA benefit and Medicare and Social Security deductions
XMPS	EXeMPt from the MPSERS benefit and deductions

The code defaults from the *Employee Master Setup Screen* when you enter a new employee. However, if you change the code on the *Employee Master Setup Screen*, the system will not change the code on this screen. If desired, you must also make the change on this screen.

Start Date *Mandatory Field.* Enter the date of the employee's first payroll date for this pay item. This date may be entered at the time you set up the contract or salary item. The system will pay the employee if the *Start Date* is on or after the payroll date.

End Date *Mandatory Field.* For contracted employees, enter the finish date (last work day), per MPSERS guidelines.

ORS Wage Code *Mandatory Field.* Click on the arrow to the right of the drop-down box and select the appropriate Wage Code following the Office of Retirement Services (ORS) guidelines.

Service Units Accurately reporting hours worked (Service Units) is important because MPSERS uses this information as one of the components used in the formula to determine an employee's pension benefits. Enter the number of service units (hours) per pay for which the employee will receive credit, per the guidelines in the *MPSERS' Reporting Instruction Manual*.

Service Pays Enter the number of payrolls the employee is to receive the service units entered above. Note that this is the number of payrolls that correspond to the time the employee actually *works*, not necessarily the number of payrolls in a year that the employee is *paid*. For example: teachers typically work approximately 21 payrolls per year, even though they may be paid 26 pays per year. Thus 21 is entered here. Every time the employee receives pay from this screen, the pays will be decreased by one. When the number reaches zero, they will not receive

any more services units, even if they continue to be paid.

ORS Class Code This is the Employee Job Classification code as defined by the Michigan Public Schools Employee Retirement System (MPERS). The code indicates the member's primary job duties. Select the correct code from the drop-down menu. This code is also present on the *Employee Master Setup Screen* and if you change it here, be sure the change is also made on that screen if necessary.

Normal Distribution section

ASN and Percent *Mandatory Fields* - Enter the Account Sequence Number (ASN) for the general ledger account to which the gross pay from this screen should be charged. Enter the percent of the employee's gross pay from this screen that should be posted to the ASN entered. Up to six ASN's and percents may be entered; however, the percentages must total 100%.

1-Time Distribution section

ASN/Percent These fields are used for a one-time distribution of the employee's wage and once the payroll is run, they will be cleared. Enter the Account Sequence Number (ASN) and the percent of the employee's gross pay for a one-time distribution of this gross pay to the Chart of Accounts. As above, the percentages must total 100%.

Contract Controls section

Contracted? At the beginning of this section, the difference between contracted and salaried pay situations is explained. If an employee's gross pay from this screen is for a contracted situation, select *Contracted* from the dropdown menu. If not, select *Salaried*. The default is *Salaried*.

If *Contracted* is selected,

- The gross pay for the next payroll appears on the *Primary Contract Balance List* report, found on the *Payroll Module Control Screen*. (Select *Reports, Pre-Payroll Balance Reports*)
- The system automatically stops payment on the item when the *Earnings* equal the *Amount* of the contract.
- The system automatically accumulates the *Earnings* and *Deductions* totals resulting from payroll runs and register screen additions
- The item appears on the *Contract Balance Report* included in the *After-Payroll Results Reports* area of the *Payroll Module Control Screen*.

If *Salaried* is selected,

- The gross pay for the next payroll appears on the *Primary Salary Balance List* report, found on the *Payroll Module Control Screen*. (Select *Reports, Pre-Payroll Balance Reports*)
- The system does not accumulate the *Earnings* and *Deductions* described

above.

The item does not appear on the *Contract Balance Report* included in the *After-Payroll Results Reports* area of the *Payroll Module Control Screen*.

Zero Earnings? This field is normally used before entering contract and payroll amounts for a new contract period. When a "T" is entered and Saved, the system resets the *Earnings* and *Deductions* to zero, which results in the *Balance* being set to the contract *Amount*.

Terminate Pay? If a "T" is entered in the field, the system suspends all payments from this contract or salary item, until the "T" is replaced with an "F". This feature is helpful when an employee stops working and it is not known if or when they will return to work. By terminating their pay, you do not lose any information about their contract, payroll or earnings amounts until their status is known. If the employee returns to work, you may "un-terminate" their pay and, if necessary, enter revised figures in their contract, payroll and possibly deduction amounts.

P/R Schedule Enter the schedule on which the employee is to be paid for this contract or salary item.

Payment Frequency Click the drop-down menu and enter the payment frequency that applies to this employee's contract or salary item. Your choices in the drop-down menu include:

- 0 = item is currently inactive
- 1 = 1st payroll of the month
- 2 = 2nd payroll of the month
- 3 = 1st and 2nd payrolls of the month
- 6 = all pays EXCEPT NOⁿ SCHEDuled payroll runs
- 9 = all pays INCLUDING NOⁿ SCHEDuled payroll runs

Most employees will fall under the number 6 option.

Divide by # Enter the number of scheduled pay dates that make up the duration of this contract and the system will calculate and enter the new amount per payroll in the *Amount* field under the *Payroll Figures* section.

Additional Wage Codes in Payroll Amount section

The fields in this section are used for pay period reporting to the Office of Retirement Services. When an employee receives gross pay from this screen, the combination of *ORS Wage Code* and *ORS Class Code* found above determines how the amount is reported to MPERS. With the transition to pay period reporting, there are cases when the total gross pay amount may include wages that correspond to a different wage code from the code entered above. For example: if a teacher is receiving their first payroll after a contract has been settled during a school year, their gross pay may include retroactive pay for the payrolls that have occurred since the school year began. In this case, the retroactive pay is to be reported separately to ORS using a wage code for retroactive pay, with begin and end dates for the period covered by the retroactive pay.

Up to three different wage codes, with corresponding amounts and begin and end dates may be entered. When the payroll is run, the system will do the following. If an amount is entered next to *Code 1*, the system will create register record line(s) with wage *Code 1*, for each *ASN* with a *Percent* present. Then, the system will do the same for any amounts entered next to wage codes 2 and 3. Any remaining gross pay will create register record line(s) using the *Wage Code* in the *MPSERS Information* section.

Please note that any *Deduct Amount* will be subtracted proportionately from the register record line(s) created as described above.

If you enter new contract and payroll amounts by using the *Payroll Contracts/Salaries Preparation Screen* in the *Personnel* module, the system can automatically calculate and enter a wage code, amount and begin and end dates for the retroactive part of the pay, via the operation *Transfer Personnel Teacher Salaries to Payroll – WITH ‘Retro pay’*.

Code 1	Enter the appropriate wage code to use for the figure entered in <i>Amount</i> .
Amount	Enter the amount of gross pay to be associated with the wage <i>Code1</i> above.
Begin	Enter the begin date (first day the member worked, related to this wage code) in the reporting period, per ORS reporting guidelines. In the case of wage codes for adjustments or retroactive pay, enter the first day the member worked related to this wage code, for the period covered by the adjustment or retroactive pay.
End	Enter the end date (last day the member worked, related to this wage code) in the reporting period, per ORS reporting guidelines. In the case of wage codes for adjustments or retroactive pay, enter the last day the member worked related to this wage code, for the period covered by the adjustment or retroactive pay.

The above fields are repeated for two additional wage codes.

Operations

Transfer Contract amount to MPSERS Pay Rate and Registry of Educational Personnel Annual Salary

All employees with *Contract = “T”* will have their *Contract Amount* transferred from the *Payroll Primary Contract Screen* to the *MPSERS Rate of Pay* field on the *Employee Master Setup Screen* and the *Annual Salary* field on the *Assignment Data* page of the *Registry of Educational Personnel Screen*. The system will ask whether a backup should be performed before proceeding with this operation; it is advisable to do so.

Reports

Primary Contract Distribution Report

Prints a listing of either *All Employees* or *Contracted Employees Only* with their contract amounts and which accounts their payments will be applied to. The report may be printed in either alphabetical by employee or by building order.

Additional Contracts & Salaries Screen

This screen is used to add or update additional contract or salary pay items for employees. The screen is very similar to the *Primary Contract & Salary Screen*. Please refer to the instructions for the *Primary Contract & Salary Screen* for an explanation of the difference between contracted and salaried pay items for employees.

The main difference between the *Primary Contract & Salary Screen* and the *Additional Contracts & Salaries Screen* is that an employee may have an unlimited number of additional contracts or salary items, whereas only one *Primary Contract & Salary Screen* entry may be used for each employee.

The only other differences are that, on this screen, each contract or salary pay item may on only be distributed to a single account in the general ledger and that this screen only allows one additional wage code to be included in each item for ORS Pay Period Reporting purposes. Otherwise, the fields and functions are the same.

Typical uses for additional contract or salary items include the following examples:

- An employee has a primary contract item for their job as a teacher, but they are also a coach and the coaching pay is to be paid separately, perhaps at different times throughout the year and the pay is to be charged to a different account in the general ledger.
- An employee receives their normal pay from the *Primary Contract & Salary Screen*; however, the district allows them to receive additional gross pay in lieu of benefits (e.g. health insurance). In this case, the additional pay is exempt from wages covered by the Michigan Public Schools Employees Retirement System. An additional contract or salary item may be used, with *Earnings Code* (e.g. "XMPS ") indicating the pay is exempt from MPSERS reportable wages.

In general, additional contract or salary items may be used whenever the flexibility will enable the payments to be made with the desired combination of the following variables:

- Payment schedule and frequency
- Start and end date of payments
- Earnings Code
- ORS Wage and/or Class codes
- ORS service units
- Additional Wage Codes to be reported to the ORS.

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you select **Modules » Payroll Employee Records » Additional Contract/Salary Screen** you will see the following:

Employee Additional Contracts / Salaries Screen **Payroll Employee Records Module**

SSN Name (L,F,M) Building

#	Item	Description
1	COACH	HS Summer Softball Coach

Payroll Figures

Amount

New Amount

1-Time Amount

Deduct Amount

Distribution

Normal

One-Time

Contract Figures

Amount

New Amount

Earnings

Deductions

Balance

Calendar YTD

Divide by #

Contract Controls

Contracted?

Zero Earnings?

Terminate Pay?

P/R Schedule

Payment Frequency

MPERS Information

Earnings Code

Start Date

End Date

Wage Code

Service Units * Pays *

ORS Class Code

Additional Wage Codes in Payroll Amount

Code 1 Amount

Begin End

Browse List of Additional Contracts / Salaries (ALT+1/ALT+0 to enter/exit)

* #	Item	Description	Amount	Earnings
▶ 1	COACH	HS Summer Softball Coach	1500.00	0.00

Employee Additional Contracts/Salaries Screen

Data Field Descriptions

SSN, Name (L ,F, M) and Building *System-maintained Field* - These fields are shown as entered in the *Personnel Module* on the *Primary Employee Screen* and may only be changed on that screen. If you type a number in the SSN field, the system will display the data for the employee with that Social Security Number, or the closest match. If you type in the Name field - through the Middle Initial - the system will display the data for the employee with that name or the closest match. If you type a name that matches more than one employee in the system, the system will display a screen of employee names with the message *Please select desired employee name and click OK*. You may then select the employee whose record you wish to see.

*Mandatory Field* - The system maintains a unique sequence number for each contract or salary item for an employee. If you enter the sequence number of an existing item for the employee (as shown in the *Browse List of Additional Contracts / Salaries*), the system will display that item on the screen for editing. If you enter any other number, the system will display the next available sequence number for the employee currently on screen, and prepare to accept entries for a new item.

Item *Mandatory Field* - Enter the code for the gross pay item. If you press enter, a list of available codes will be displayed allowing you to select the item you wish to use. Highlight the gross pay item and press **Enter** to select. Note: Gross pay item codes are added or edited in the *Payroll Control Module* on the *Gross Pay Items Definition Screen*.

Important Note: Do Not use the code “CON1 “on this screen or item codes that are also used on the *One-Time Postings Screen*, for example: do not use the codes RH, OH, RD, SD, etc. In general, only codes that begin with “CON” followed by a number should be used (e.g. CON2, CON3, etc).

Description This field may be used to enter a description of an additional contract or salary payment. For example, in the screen shown above, the description “HS Summer Softball Coach” is used to indicate that the employee has a separate contract issued for a specific coaching position. This field does not appear on any reports produced by the system, and is only for reference on this screen.

Note: The remainder of this screen is basically the same as the *Primary Contract / Salary Screen*. See the instructions for that screen for further details.

Payroll Figures section

Amount *System-maintained Field* – Displays the amount that the employee would normally receive from this additional contract/salary item when a payroll is run. However, there are several other conditions that are necessary for the employee to receive this amount. The *P/R Schedule* field must match the schedule of the payroll to be run, and the *Payment Frequency* must be consistent with the *Pay of Month* field as shown on the *Pay Dates Definition Screen* on the *Payroll Module Control Screen* for the payroll to be run. There are several other conditions that can affect the results of the next payroll and cause the employee to receive an amount other than the amount in this field. These conditions are described in the remainder of the instructions for this screen.

New Amount This field is used to enter a new payroll amount for this contract/salary item. The next time a payroll is run, the employee will receive this amount, unless it is overridden by an entry in the *1-Time Amount* field.

If an entry (other than –9.99) is made in this field, after the payroll has run, the amount will be moved to the *Amount* field above, and this field will return to a “–9.99”, indicating that it is empty.

Throughout the system, when a numeric field is empty – that is, the user has made no entry in the field - the field displays a “-9.99”. This is different from the field containing “0.00” (zero). In the case of a *New Amount*, if the field contains a “–9.99”, then the system ignores the field in calculations. If the field contains a “0.00”, then the system considers zero to be the new amount for this item, and will use zero when calculating the payroll amount for the next payroll run.

1-Time Amount This field is used to enter an amount that the employee is to receive for this contract/salary item, only for the next payroll to be run.

Throughout the system, fields labeled *1-Time Amount* allow you to enter a figure for a payroll item that will override any other figures for the next payroll to be run.

After the payroll has been run, 1-Time Amount figures are always set back to “-9.99”, indicating that the field is empty. The advantage of 1-Time Amounts is that adjustments can be made for exceptional circumstances without having to remember to change anything back to the normal amount after running a payroll.

As noted above, after the payroll has been run, the 1-Time Amount will be set back to “-9.99”, indicating it is empty.

Deduct Amount

You may use this field to lower the employee's pay for the next payroll to be run. When you enter an amount in this field, the system automatically deducts this amount from the amount the payroll system would otherwise pay the employee for this additional contract/salary item. Remember that entries in the *New Amount* and/or *1-Time Amount* fields override the figure in the *Amount* field.

In any case, if the *Contracted* field is “T” (meaning the item is a contract as opposed to a salary item as described above), the system will also add the *Deduct Amount* to the previous *Deductions* amount in the *Contract Figures* section, when the payroll is run.

For further instructions on the use of the *Deduct Amount* field, refer to the instructions for the *Primary Contract/Salary Screen*.

Distribution section

Normal

Mandatory Field. Enter the Account Sequence Number (ASN) for the general ledger account to which the gross pay from this contract or salary item should be charged.

One-Time

This field is used for a one-time distribution of the employee's wage and once the payroll is run, this field will be cleared. Enter the Account Sequence Number (ASN) for the general ledger account to which the gross pay from this item should be charged, for the next payroll only.

Contract Figures section

Amount

System-maintained field - This field displays the amount of the employee's contract for the record displayed. If the *Contracted* field is set to “T” (i.e. this item is for a contracted payment – as opposed to salaried), the system will add the gross pay amount (from the Payroll Figures section) to the *Earnings* total below and subtract it from the *Balance* total below whenever a payroll is run.

To change the amount, enter the new amount in the *New Amount* field as described below.

New Amount

This field is used to enter a new contract amount for this pay item. The next time a payroll is run, the amount in this field will be moved to the *Amount* field above, and this field will return to a “-9.99”, indicating that it is empty.

Throughout the system, when a numeric field is empty – that is, the user has made no entry in the field - the field displays a “-9.99”. This is different from the field containing “0.00” (zero). In the case of a *New Amount*, if the field contains a “-9.99”, then the system ignores the field in calculations. If the field contains a “0.00”, then the system considers zero to be the new amount for this item, and will use zero when updating the contract amount described above.

- Earnings** *System-maintained field* - If the *Contracted?* field is set to *Contracted* (not *Salaried*), the system updates this field when the employee receives gross pay from this item. The amount of the gross pay, plus any *Deduct Amount* if present, is added to the *Earnings* total.
- Deductions** *System-maintained field* - If the *Contracted?* field is set to *Contracted* (not *Salaried*), the system updates this field when the employee receives gross pay from this item. The *Deduct Amount*, if present, is added to the *Deductions* total.
- Balance** *System-maintained field* - If the *Contracted?* field is set to *Contracted* (not *Salaried*), the system updates this field when the employee receives gross pay from this item. The *Earnings* amount above is subtracted from the contract *Amount*, and placed in the *Balance*.
- Calendar YTD** *System-maintained Field* - This field is maintained by the system and reflects the total **Calendar Year-To-Date** gross pay for the item (i.e., *Earnings* less *Deductions*).
- Divide by #** Enter the number of scheduled pay-dates that make up the duration of this additional contract and the system will calculate and enter the new amount per payroll in the *Amount* field under the *Payroll Figures* section.

Contract Controls section

- Contracted?** At the beginning of the *Primary Contract/Salary Screen* instructions, the difference between contracted and salaried pay situations is explained. If an employee’s gross pay from this item is for a contracted situation, select *Contracted* from the dropdown menu. If not, select *Salaried*. The default is *Salaried*.

If *Contracted* is selected,

- The gross pay for the next payroll appears on the *Additional Contracts Balance List* report, found on the *Payroll Module Control Screen*. (Select *Reports, Pre-Payroll Balance Reports*)
- The system automatically stops payment on the item when the *Earnings* equal the *Amount* of the contract.
- The system automatically accumulates the *Earnings* and *Deductions* totals resulting from payroll runs and register screen additions
- The item appears on the *Contract Balance Report* included in the *After-Payroll Results Reports* area of the *Payroll Module Control Screen*.

If *Salaried* is selected,

- The gross pay for the next payroll appears on the *Additional Salaries Balance List* report, found on the *Payroll Module Control Screen*. (Select *Reports, Pre-Payroll Balance Reports*)
- The system does not accumulate the *Earnings* and *Deductions* described above.

The item does not appear on the *Contract Balance Report* included in the *After-Payroll Results Reports* area of the *Payroll Module Control Screen*.

Zero Earnings?

This field is normally used before entering contract and payroll amounts for a new contract period. When a "T" is entered and Saved, the system resets the *Earnings* and *Deductions* to zero, which results in the *Balance* being set to the contract *Amount*.

Terminate Pay?

If a "T" is entered in the field, the system suspends all payments from this contract or salary item, until the "T" is replaced with an "F". This feature is helpful when an employee stops working and it is not known if or when they will return to work. By terminating their pay, you do not lose any information about their contract, payroll or earnings amounts until their status is known. If the employee returns to work, you may "un-terminate" their pay and, if necessary, enter revised figures in their contract, payroll and possibly deduction amounts.

P/R Schedule

Enter the schedule on which the employee is to be paid for this contract or salary item.

Payment Frequency

Click the drop-down menu and enter the payment frequency that applies to this employee. Your choices in the drop-down menu include:

- 0 = item is currently inactive
- 1 = 1st payroll of the month
- 2 = 2nd payroll of the month
- 3 = 1st and 2nd payrolls of the month
- 6 = all pays EXCEPT NOn SCHEDuled payroll runs
- 9 = all pays INCLUDING NOn SCHEDuled payroll runs

Most employees will fall under the number 6 option.

MPSERS Information section

Start Date

Enter the date of the employee's first payroll date of the additional contract. This date may be entered at the time you set up the contract or salary item. The system will pay the employee if the *Start Date* is on or after the payroll date.

End Date

For contracted employees, enter the finish date (last work day), per MPSERS guidelines.

Earnings

Mandatory Field. This is a very important field. The contents of this field

Code determine how many of the benefits and deductions for this employee are calculated. This code describes the employee in terms of their relationship to retirement benefits and deductions as well as their obligations regarding Medicare and Social Security withholding taxes. The most common codes are:

MM	M ember of the MPSERS retirement system
RET	RE Tiree from the MPSERS system
STDNT	A StuDeNT who is exempt from the MPSERS benefit and deductions as well as the FICA benefit and Medicare and Social Security deductions
XMPS	EXeMPt from the MPSERS benefit and deductions

The code defaults from the *Payroll Employee Records* Module on the *Payroll Employee Master Setup Screen* when you enter a new employee. However, if you change the code on the *Payroll Employee Master Setup Screen*, the system will not change the code on this screen. If desired, you must also make the change on this screen.

Service Units Accurately reporting hours worked (Service Units) is important because MPSERS uses this information as one of the components used in the formula to determine an employee's pension benefits. Enter the number of service units (hours) per pay for this payment item, for which the employee will receive credit, per the guidelines in the *MPSERS' Reporting Instruction Manual*.

Service Pays Enter the number of payrolls the employee is to receive the service units entered above. Note that this is the number of payrolls that correspond to the time the employee actually *works*, not necessarily the number of payrolls in a year that the employee is *paid*. For example: teachers typically work approximately 21 payrolls per year, even though they may be paid 26 pays per year. Thus 21 is entered here. Every time the employee receives pay from this screen, the pays will be decreased by one. When the number reaches zero, they will not receive any more services units, even if they continue to be paid.

ORS Class Code This is the Employee Job Classification code as defined by the Michigan Public Schools Employee Retirement System (MPSERS). The code indicates the member's job duties. Select the correct code for the assignment being paid via this additional contract or salary item, from the drop-down menu.

Additional Wage Code in Payroll Amount section

The fields in this section are used for pay period reporting to the Office of Retirement Services. When an employee receives gross pay from this screen, the combination of *ORS Wage Code* and *ORS Class Code* found above for the item determines how the amount is reported to MPSERS. With the transition to pay period reporting, there are cases when the total gross pay amount may include wages that correspond to a different wage code from the code entered above. For

example: if a teacher is receiving their first payroll after a contract has been settled during a school year, their gross pay may include retroactive pay for the payrolls that have occurred since the school year began. In this case, the retroactive pay is to be reported separately to ORS using a wage code for retroactive pay, with begin and end dates for the period covered by the retroactive pay.

When the payroll is run, the system will do the following. If an amount is entered next to *Code 1*, the system will create register record line(s) with wage *Code 1*. Any remaining gross pay will create a register record line using the *Wage Code* in the *MPERS Information* section.

Please note that any *Deduct Amount* will be subtracted proportionately from the register record line(s) created as described above.

- Code 1** Enter the appropriate wage code to use for the figure entered in *Amount*.
- Amount** Enter the amount of gross pay to be associated with the wage *Code1* above.
- Begin** Enter the begin date (first day the member worked, related to this wage code) in the reporting period, per ORS reporting guidelines. In the case of wage codes for adjustments or retroactive pay, enter the first day the member worked related to this wage code, for the period covered by the adjustment or retroactive pay.
- End** Enter the end date (last day the member worked, related to this wage code) in the reporting period, per ORS reporting guidelines. In the case of wage codes for adjustments or retroactive pay, enter the last day the member worked related to this wage code, for the period covered by the adjustment or retroactive pay.

Browse List of Additional Contracts/Salaries section

Browse Grid The browse grid displays a listing of all additional contract or salary items that have been set up for the employee on the screen. To edit an item, click on the line you wish to edit in the browse list and the item will appear allowing you to make changes.

Note: When adding a new payment item for an employee, after entering all necessary data, select **Save** on the menu bar or press **F4**. Be sure you receive the message *Contract Record added successfully*. To redisplay the last message, press the **CTRL** and **M** keys on your keyboard at the same time.

Operations

There are no operations available on this screen.

Reports

There are no reports available on this screen.

Employee Gross Pay Rates Screen

The *Employee Gross Pay Rates Screen* is used to enter and maintain gross pay rate information for an employee.

For employees who normally receive the same amount of pay every payroll, the *Primary Contract/Salary Screen* and possibly the *Additional Contracts/Salaries Screen* are the best way to handle gross pay amounts and distribution of payroll costs to general ledger accounts.

However, if an employee's pay varies with each payroll run, depending upon the job they did, the amount of time they worked and/or the accounts their wages are charged to, the *Employee Gross Pay Rates Screen* provides a helpful way to keep track of rate and account choices for a selected employee, as well as helping to minimize data entry time, if used properly. Basically, the screen allows you to enter an unlimited number of records, with each record containing a combination of gross pay *Item Code*, *ORS Class* code, *Pay Rate*, *ASN* and *Service Units* per *Item Code*. These entries serve both as a list of commonly used choices for a given employee and as a way to avoid data entry of commonly used codes and amounts.

The *Employee Gross Pay Rates Screen* does not cause an employee to receive any pay on its own. For employees whose pay varies from one payroll to the next (i.e. paid from "timesheets" or similar documents), payment data for the next payroll to be run is entered on the *One-time Postings Screen*. The *One-time Postings Screen* takes advantage of entries on the employee's *Employee Gross Pay Rates Screen*, to minimize the data entry required, especially *ORS Class* codes, pay rates, *ASNs* and service units.

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you select **Modules » Payroll Employee Records » Employees Gross Pay Rate Table**, you will see the following:

Payroll Employee Gross Pay Rates Screen				Payroll Employee Records Module				
SSN	012-34-5678	Name (L,F,M)	BROWN	ANGEL	Building	1008		
Employee Gross Pay Rate Record								
Item #	ORS Code	Rate Class	Table	Table Step	Pay Rate	ASN	Service Units	
8	RH	Teaching (Temp)		0.00	80.000		0.00	
Browse List of Employee Gross Pay Rate Records (ALT+1/ALT+0 to enter/exit)								
*	#	Item Code	ORS Class	Rate Table	Table Step	Pay Rate	ASN	Serv. Units
	1	RH	1650		0.00	11.350	12210	0.00
	2	RH	1620		0.00	10.250	11310	0.00
	5	RH	1870		0.00	75.000		0.00
	6	RH	1660		0.00	9.620	60540	0.00
	7	RH	1630		0.00	9.620		0.00
	8	RH	1870		0.00	80.000		0.00

Payroll Employee Gross Pay Rates Screen

Data Field Descriptions

SSN, Name (L ,F, M) and Building

These fields are system-maintained fields. These fields are shown as entered in the *Personnel Module* on the *Primary Employee Screen* and may only be changed on that screen. If you type a number in the SSN field, the system will display the data for the employee with that Social Security Number, or the closest match. If you type in the Name field - through the Middle Initial - the system will display the data for the employee with that name or the closest match. If you type a name that matches more than one employee in the system, the system will display a screen of employee names with the message *Please select desired employee name and click OK*. You may then select the employee whose record you wish to see.

Employee Gross Pay Rate Record Section

#

The system assigns sequence numbers, beginning with 1, to each gross pay rate record for the employee. If you enter a number that matches the sequence number of an existing record for the employee, the system will display that record and the message *Record number 'x' retrieved and displayed*. If you enter any other number, the system will show the next available number, along with the message "Please enter information for a new record". The system will not remove any data already showing on the screen. This allows you to enter several records for the employee while only typing the data that is different for different records.

Item Code The *Item Code* field is used to enter the type of pay the employee is to be paid. To enter a code, either type the code or press the spacebar and then the Enter key to activate a window of the available codes. Click on the code and press enter. The most commonly used codes are:

- RH = Regular Hourly pay (i.e. a number of hours at some hourly rate)
- OH = Overtime Hourly pay (i.e. a number of hours at 1.5 times the normal rate)
- RD = Regular Daily pay (i.e. a number of days at some daily rate)
- SD = Substitute Daily pay (i.e. a number of days of substitute work at some daily rate)

If you wish to enter codes for other pay situations, you must first add them to the codes found in the *Payroll Administration Module*, on the *Gross Pay Items Definition Screen*.

ORS Class This is the Employee Job Classification code as defined by the Michigan Public Schools Employee Retirement System (MPERS). The code indicates the member's job duties. Select the correct code for the gross pay rate record shown, from the drop-down menu.

Rate Table This feature is currently under development and should not be used at the present time. The field has no effect on your employee records. When the feature is ready for use, you will receive notice via the Release Notes included in the HR system update.

Table Step This feature is currently under development and should not be used at the present time. The field has no effect on your employee records. When the feature is ready for use, you will receive notice via the Release Notes included in the HR system update.

Pay Rate Enter the hourly or daily rate of pay for this rate record for the employee.

ASN Enter the Account Sequence Number (ASN) for the general ledger account to which the gross pay from this rate item should be charged.

If the record in question is intended for situations when the combination of pay rate and ORS Class code indicates the gross pay is very likely to be charged to a particular ASN, enter it here. For example, when an employee is paid with ORS Class code of 1650 (Food Service) and the pay rate of 8.73 per hour, their wages are almost certainly to be charged to the account (ASN) for food service at the high school.

However, the record could be for a situation where the ORS Class code and pay rate are always the same, but the ASN depends on where the employee worked for the payroll period in question. For example, a substitute teacher may always be entered with the ORS Class Code 1870 (Teaching – temporary) and always be paid at the rate of \$70.00 per day, but some days the employee works at the Riverside Elementary School, some times at the Woodside Elementary, other times at the Central High School, etc. In this case, it is probably better to leave

the ASN blank and enter it on the *One-time Postings Screen* when the data is being entered for a particular payroll period.

Service Units Enter the number of service units to be credited to the employee for each pay unit of the *Item Code* shown, as defined through the *Michigan Public Schools Employee Retirement System (MPERS)*.

Examples of Gross Pay Rate records for an employee

The screen shown above includes sample entries that may help to explain the most effective use of this screen.

Records number 1, 2, 6, and 7 are all for RH (Regular Hourly) gross pay items.

Record number 1 would be used when the employee regularly receives the hourly rate of \$11.35 and is distributed to the account ASN 12210 (perhaps working as Cafeteria Supervisor).

Record number 2 would be used when the employee regularly receives the hourly rate of \$10.25 and is distributed to the account ASN 11310 (perhaps working as Substitute Secretary).

Record number 6 would be used when the employee regularly receives the hourly rate of \$9.62 and is distributed to the account ASN 11310 (perhaps working as Hall Monitor).

Record number 7 would be used when the employee regularly receives the hourly rate of \$9.62 (perhaps working as Playground Supervisor). However, in this case, the ASN field is left blank, because the employee works in a many different settings when doing this job and the ASN for a particular payroll period depends upon where the employee did this work. That is, some days the employee worked at the Riverside Elementary School, some times at the Woodside Elementary, other times at the Central High School, etc.

Records number 5 and 8 are both for SD (Substitute Daily) gross pay items. Most schools pay substitute teachers a certain rate for a full day's work. They often pay a rate **more** than half the full day's rate when a substitute only works for a half day. The records below show a good way to handle this case.

Record number 5 would be used when the substitute works a full day. The ASN field is left blank, because the account for these wages depends upon where the substitute worked. The ASN field is filled in when the entry is made on the *One-time Postings Screen* for the payroll period.

Record number 8 would be used when the substitute works a half-day. Note that we enter \$80.00 (twice the half-day rate) so that when we make the entry on the *One-Time Postings Screen*, we can enter a Pay Rate of 80.00 with a Pay Units of .5 (half-day). Note that we used the *Table* field to help distinguish the full from half-day rates.

Using the Gross Pay Rates Screen

To add a new record for the employee shown, select **New** on the menu bar or press the **F9** key. Then, enter all desired fields and select **Save** on the menu bar or press the **F4** key. The system

should add the record to the *Browse List of Employee Gross Pay Rate Records* shown on the bottom of the screen and respond with the message "Gross pay rate record added successfully."

To update an existing record, select the record to change by entering the number of the record in the # field or by locating the record in the *Browse List of Employee Gross Pay Rate Records* and clicking on it. When the desired record is displayed in the *Employee Gross Pay Rate Record* section of the screen, enter the changes you wish to make and then select **Save** on the menu bar or press the **F4** key. The system should respond with the message "Gross pay rate record updated successfully."

To see the last message the system displayed, press the **CTRL** and **M** keys at the same time.

Operations

There are no operations available on this screen.

Reports

Employee Gross Pay Rate Records

Prints a listing of all gross pay rate records for all employees. Each record shows the Item code, ORS Class code, Rate Table, Table Step, Pay Rate, ASN and Service Units.

Employee One-Time Postings Screen

The *Employee One-time Postings Screen* is used to enter gross pay information for the next payroll to be run.

For employees who normally receive the same amount of pay every payroll, the *Primary Contract/Salary Screen* and possibly the *Additional Contracts/Salaries Screen* are the best way to handle gross pay amounts and distribution of payroll costs to general ledger accounts.

However, if an employee's pay varies with each payroll run, depending upon the job they did, the amount of time they worked and/or the accounts their wages are charged to, the *Employee One-time Postings Screen* is the place to enter the data. Typically, this type of pay is based on "timesheets" or similar documents that the employee submits for each payroll period.

This screen is probably the one screen that users spend the majority of their data entry time using. Because of this, some features or functions have been designed to minimize the keystrokes required to enter data. Also, in order to take full advantage of the power of the screen, it is important to understand the relationship between this screen and the *Primary Contract/Salary* and *Gross Pay Rates Screens*, also found in the *Payroll Employee Records Module*. These issues will be described in further detail below.

Also, unlike other screens in the Human Resources System, entries made on this screen are only used for the next payroll to be processed. When the payroll has been run, the entries are deleted and any entries required for subsequent payrolls must be entered when needed.

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you select **Modules » Payroll Employee Records » Employee One-Time Postings Screen** you will see the following:

Payroll Employee One-time Postings Screen										Payroll Employee Records Module							
SSN	012-34-5678			Name (L,F,M)	BROWN ANGEL			Building	8								
Primary Contract/Salary Distribution																	
1	04361	100.00	2		0.00	3		0.00	4		0.00	5		0.00	6		0.00
Employee Payroll Posting Item																	
#	Sched.	Wage Code	Item Code	Class Code	Pay Rate	O/D Pay Units	Pay Amount	ASN	Service Units								
2	BIW	MM	RH	1870	15.000	2.000	30.00	04689	0.00								
Browse List of Employee Postings (ALT+1/ALT+0 to enter/exit)																	
*#	Sched.	Wage	Item	Class	Pay Rate	Pay Units	Pay Amount	ASN	Units								
1	BIWK	MM	AG	1870	50.000	1.000	50.00	04689	3.00								
2	BIWK	MM	RH	1870	15.000	2.000	30.00	04689	0.00								
Account CONTRACTED SERVICES, M.S. A WW Screen Totals 3.000 80.00 3.00																	

Payroll Employee One-time Postings Screen

Data Field Descriptions

SSN, Name (L ,F, M) and Building *System-maintained Field* - These fields are shown as entered in the *Personnel Module* on the *Primary Employee Screen* and may only be changed on that screen. If you type a number in the SSN field, the system will display the data for the employee with that Social Security Number, or the closest match. If you type in the Name field - through the Middle Initial - the system will display the data for the employee with that name or the closest match. If you type a name that matches more than one employee in the system, the system will display a screen of employee names with the message *Please select desired employee name and click OK*. You may then select the employee whose record you wish to see.

Primary Contract/Salary Distribution *System-maintained Field* - These fields display the ASNs (Account Sequence Numbers) and percentages as entered on the employee's *Primary Contract / Salary Screen*.

Employee Payroll Posting Item section

*System-maintained Field* - The system assigns sequence numbers, beginning with 1, to each one-time posting record for the employee.

When you select **New** from the menu, the system will fill in this field with the next available sequence number for the employee. If you enter a number that matches the sequence number of an existing record for the employee, the system will display that record and the message *Record number 'x' retrieved and displayed*. If not, the system will show the next available number, along with the message "Please enter information for a new record". This allows you to

enter several records for the employee while only typing the data that is different for different records.

Sched.

Mandatory Field. When you enter a new One-Time Posting Item record, this field is filled in with the default schedule found on the *Employee Master Setup Screen*. To change the contents of this field, enter the first letter of the code or click on the drop-down menu and select the payroll schedule applicable to your needs. Options include:

BIWK – Biweekly
 MONTH – Monthly
 NOSCH – Non-Scheduled
 SEMI – Semi Monthly
 WKLY – Weekly

For most purposes, entries are made with the BIWK code. The system is designed to be able to run several different payroll schedules, as shown above. Though the option exists, it is strongly discouraged. Particularly with the transition to pay period reporting to the Office of Retirement Services, payroll processing and reporting will work most smoothly if all employees are paid on a fixed, biweekly schedule.

In the list above, the system allows the processing of “Non-Scheduled” payroll runs, i.e. payroll runs that deviate from the normal payroll schedule.

Example: Your district normally pays all employees on a biweekly schedule; however, a group of employees (perhaps bus drivers) is to be paid a one-time amount as a result of a settlement of a legal issue. You may process a Non-Scheduled payroll run for just this group of employees, giving them their special pay on a separate pay date from their normal schedule. Again, though the option exists, it is strongly discouraged.

The bottom line is, with the flexibility included in the system, there is always a way to pay an employee a specific amount, to be charged to a specific account, to be treated specifically in regard to benefits, taxes and deductions, all within the normal biweekly schedule.

Earnings Code

Mandatory Field - This is a *very* important field. The contents of this field determine how several of the benefits and deductions for this employee are calculated. This code describes the employee in terms of their relationship to retirement benefits and deductions as well as their obligations regarding Medicare and Social Security withholding taxes. The most common codes are:

MM Member of the **MPSERS** retirement system

RET **RE**Tiree from the **MPSERS** system

STDNT A **StuDeNT** who is exempt from the **MPSERS** benefit and deductions as well as the **FICA** benefit and Medicare and Social Security deductions

XMPS EXeMPt from the MPSERS benefit and deductions

When you enter a new One-Time Posting Item, this field is filled in with the default *Wage Code* found on the *Employee Master Setup Screen*. You may change the *Earnings Code* for each record entered, if necessary.

Wage Code *Mandatory Field.* When you enter a new One-Time Posting Item, this field is filled in with the default *Wage Code* found on the *Employee Master Setup Screen*. You may change the *Wage Code* for each record entered, if necessary. Click on the arrow to the right of the drop-down box and select the appropriate *Wage Code* for the payment being entered, following the Office of Retirement Services (ORS) guidelines.

Item Code *Mandatory Field.* The Item Code field is used to enter the type of pay the employee is to be paid. The most commonly used codes are:

- AG = Adjustment to gross pay (i.e. a fixed amount not associated with a number of work units at a given pay rate)
- RH = Regular Hourly pay (i.e. a number of hours at some hourly rate)
- OH = Overtime Hourly pay (i.e. a number of hours at 1.5 times the normal rate)
- RD = Regular Daily pay (i.e. a number of days at some daily rate)
- SD = Substitute Daily pay (i.e. a number of days of substitute work at some daily rate)

To enter you can either type the first letter of the Item Code or press the space bar and the enter key to activate a browse list to choose from.

If the Item Code for this entry matches one of the entries for this employee on the *Employee Gross Pay Rates Screen*, the system will display a list of records from the *Employee Gross Pay Rates Screen*. When you select a record from this list, the system will automatically fill in the *Item Code*, *Class Code*, *Pay Rate*, *ASN* and *Service Units* as found on the record from the *Employee Gross Pay Rates Screen*. This saves data entry of all these fields every time you enter a one-time posting. You only need to enter the *Pay Units* and possibly change any other fields that should not use the values from the *Employee Gross Pay Rates Screen*.

The system requires that codes entered in this field appear in the *Payroll Administration Module*, on the *Gross Pay Items Definition Screen*.

Class Code *Mandatory Field.* This is the Employee Job Classification code as defined by the Michigan Public Schools Employee Retirement System (MPSERS). The code indicates the member's job duties. Select the correct code for the gross pay record shown, from the drop-down menu.

Pay Rate *Mandatory Field.* If this entry was started by selecting a record from the *Employee Gross Pay Rates Screen*, the system automatically filled in the *Pay Rate* from that screen. In any case, if the rate showing on the screen is not the desired rate, you may enter a rate for this item.

O/D This field is used if the entry is for overtime or double-time pay. If the *Item Code* is RH (Regular Hourly pay, as described above) and you enter an “O”, the pay rate will be multiplied by 1.5 and the *Item Code* will be changed to OH (Overtime Hourly pay); if you enter a “D”, the pay rate will be multiplied by 2 and the *Item Code* will be changed to DH (Double-time Hourly pay).

If this entry is note for overtime pay, leave this field blank.

Pay Units *Mandatory Field.* Enter the number or hours, days or other units that the employee is to be paid for on this record. Typically AG items have a *Pay Units* of 1.

Pay Amount *System-maintained Field* - The system calculates this field by multiplying the *Pay Rate* field by the *Pay Units* field.

Note that though the *Pay Rate* and *Pay Units* fields contain 3 decimal places, the system rounds the *Pay Amount* to 2 decimal places.

ASN Enter the ASN (Account Sequence Number) for the general ledger account to which the gross pay from this item should be charged.

If this entry was started by selecting a record from the *Employee Gross Pay Rates Screen*, the system automatically filled in the ASN from that screen.

If you leave the field blank, the system will distribute the gross pay for this record using the ASNs and Percentages as shown in the *Primary Contract / Salary Distribution* section of the screen. This way, the gross pay for a single one-time posting entry can be charged to up to six different accounts, on a percentage basis.

Important Note: You should not enter records with a blank ASN, if the ASNs and Percentages shown in the *Primary Contract / Salary Distribution* section of the screen are all blank also. The system will allow you to do it, but it will result in gross pay that is not properly charged to the general ledger.

Service Units This field is the number of service hours for this record, to be credited to the employee as defined through the *Michigan Public Schools Employee Retirement System (MPERS)*.

If this entry was started by selecting a record from the *Employee Gross Pay Rates Screen*, the system automatically filled in the *Service Units* from that screen. The system then calculates the *Service Units* by multiplying the *Service Units* from the *Employee Gross Pay Rates Screen* by the *Pay Units* entered on this screen.

The *Service Units* field should be examined and verified as correct after every entry is made.

Operations

There are no operations available on this screen.

Reports

One-Time Postings by Employee

Prints a listing of all one-time postings for all employees, for a selected payroll schedule. The report may be printed in either Alphabetical by Employee or Building/Employee order.

Direct to Net Posting Screen

The *Direct to Net Postings Screen* allows payments to be made to employees directly to their net pay, without affecting their gross pay, benefits, taxes or other deductions.

Generally, this feature is used to reimburse employees for payments they have already made with their own funds, for example, conference registrations, lodging, mileage reimbursements, etc.

The system will add the amounts entered here to the employee's net pay; and the total of all items entered on this screen will be reflected as a line item on the employee's paycheck or direct deposit voucher. The statement will include "Your net pay includes a direct payment of the following amount for mileage, conference or meal reimbursement" or a similar message. The exact wording may be customized for your district on request.

As with the *Employee One-time Postings Screen*, entries made on this screen are only used for the next payroll to be processed. When the payroll has been run, the entries are deleted and any entries required for subsequent payrolls must be entered when needed.

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you select **Modules » Payroll Employee Records » Direct to Net Postings Screen** you will see the following:

For most purposes, entries are made with the BIWK code. The system is designed to be able to run several different payroll schedules, as shown above. Though the option exists, it is strongly discouraged. Particularly with the transition to pay period reporting to the Office of Retirement Services, payroll processing and reporting will work most smoothly if all employees are paid on a fixed, biweekly schedule.

Code *Mandatory Field.* Enter the code representing the payment to be included in the employee's net pay. The codes are as defined in the *Payroll Administration Module*, on the *Direct to Net Code Definition Screen*.

If you wish to enter codes for other situations, you may add them on the *Direct to Net Payment Definition Screen*.

Example codes:

CONF	Reimbursement for Conference Expenses
MEAL	Reimbursement for Meals while Traveling
T1	January Travel Expenses
T2	February Travel Expenses

Description *System-maintained Field.* After the *Code* above is entered, the system displays the description from the *Payroll Module Administration Module* on the *Payroll Direct to Net Code Definition Screen*.

Amount *Mandatory Field.* Enter the amount of the payment to be added to the employee's net pay.

ASN You may enter an ASN for the account in the general ledger that this payment is to be distributed to. As elsewhere in the system, if you enter a 0 (zero) and press the **Enter** key, the system will display a list of accounts designated for use with direct to net payments.

Browse List of Employee Direct to Net Postings The Browse List displays all items entered above for the employee shown. To edit an item, can click on the line in the grid and the item will be displayed in the *Employee Payroll Direct to Net Item* section above. Make the desired changes and click **Save** or **F4** to save the changes entered

Account This field displays the account name corresponding to the ASN shown above.

Screen Totals Displays a cumulative total of all records entered for this employee. This amount will be reflected on the employee's paycheck or direct deposit voucher.

Operations

There are no operations available on this screen.

Reports

One-time Direct to Net Postings by Employee

Prints a detail report showing all employees who have Direct to Net payments scheduled to be paid when the next payroll is run.

Employee Benefits Screen

The *Employee Benefits Screen* is used to add or update benefit items for employees. The KTS Human Resources System defines benefits as those items that are part of the cost of employing someone, but not included in the employee's gross pay.

The most common benefit is the employer's matching FICA contribution, equal to the amount of Social Security and Medicare tax deductions withheld from the employee. The other most common benefit is the employer's contribution to the Michigan Public Schools Employees Retirement System (MPERS). Both these benefits are based on a percentage of the employee's reportable wages. The HR/Payroll system is usually setup to automatically add these benefits to all employees when they are added to the system.

Another common benefit is the employer's subsidy or contribution to the employee's health insurance. This benefit is usually a fixed amount, paid on a regular schedule, to the insurance vendor, on behalf of the employee. Often, these benefits are paid to the insurance provider along with a contribution from the employee, which is taken as a deduction from the employee's pay on the *Employee Elective Deductions Screen*. These types of benefits are usually entered on each employee's screen, as the situation requires.

For both of the above types of benefits, another important consideration is the distribution of benefit costs to the appropriate accounts in the general ledger. This subject is described in further detail below.

As elsewhere in the system, the *Employee Benefits Screen* is comprised of two main areas. The Employee Benefit Record section at the top of the screen displays the fields with all details of the employee's benefit record. The bottom portion of the screen includes a Browse List that displays all benefit records for the employee currently displayed. To edit an existing benefit record, select the record from the Browse List causing the system to display the record in detail in the Employee Benefit Record section at the top of the screen. Then, make the desired changes and select Save (F4 key) from the menu.

Benefits maintained on this screen are defined on the *Benefit Definition Screen* in the *Payroll Module Administration Module*.

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you choose **Modules & Payroll Employee Records & Employee Benefits Screen**, you will see the following:

Payroll Employee Benefits Screen

Data Field Descriptions

SSN, Name (L ,F, M) and Building *System-maintained* - These fields are shown as entered in the *Personnel Module* on the *Primary Employee Screen* and may only be changed on that screen. If you type a number in the SSN field, the system will display the data for the employee with that Social Security Number, or the closest match. If you type in the Name field - through the Middle Initial - the system will display the data for the employee with that name or the closest match. If you type a name that matches more than one employee in the system, the system will display a screen of employee names with the message *Please select desired employee name and click OK*. You may then select the employee whose record you wish to see.

Employee Benefit Record section

*Mandatory Field* - The system maintains a unique sequence number for each benefit item for an employee. If you enter the sequence number of an existing item for the employee (as shown in the *Browse List of Employee Benefit Records*), the system will display that item on the screen for editing. If you enter any other number, the system will display the next available sequence number for the employee currently on screen, and prepare to accept entries for a new item.

Code Enter the code for the benefit to be paid on behalf of the employee displayed. If

you press **Enter**, a list of available codes will be displayed allowing you to select the item you wish to use. Highlight the benefit item and press **Enter** to select. Note: Benefit codes are defined in the *Payroll Module Administration* module on the *Benefits Definition Screen*.

Organization Enter the code for the organization (i.e. the vendor) that provides the benefit. If you press **Enter**, a list of available codes will be displayed allowing you to select the item you wish to use. Highlight the organization and press **Enter** to select. Note: Organization codes are defined in the *Payroll Module Administration* module on the *Financial Organizations Screen*. The organizations defined there may be used for the direct deposit of employee net pay, the payment of employee benefit items and/or employee deduction items.

Amount *System-maintained Field* – Displays the amount that would normally be paid, on behalf of the employee displayed, for the benefit code shown, to the vendor indicated in the *Organization* field. There are several other conditions that are necessary for the benefit to be paid. The *P/R Schedule* field must match the schedule of the payroll to be run, the *Ben. Frequency* must be consistent with the payroll to be run, and the *Ben. Remaining* must be –9 or greater than zero.

New Amount This field is used to enter a new amount for this benefit item. The next time a payroll is run, the organization will receive this amount, unless it is overridden by an entry in the *1-Time Amount* field.

If an entry (other than –9.99) is made in this field, after the payroll has run, the amount will be moved to the *Amount* field above, and this field will return to a “–9.99”, indicating that it is empty.

Throughout the system, when a numeric field is empty – that is, the user has made no entry in the field - the field displays a “-9.99”. This is different from the field containing “0.00” (zero). In the case of a *New Amount*, if the field contains a “–9.99”, then the system ignores the field in calculations. If the field contains a “0.00”, then the system considers zero to be the new amount for this item, and will use zero when calculating the benefit amount for the next payroll run.

1-Time Amount This field is used to enter an amount for this benefit item, only for the next payroll to be run.

Throughout the system, fields labeled *1-Time Amount* allow you to enter a figure for a payroll item that will override any other figures for the next payroll to be run.

After the payroll has been run, *1-Time Amount* figures are always set back to “-9.99”, indicating that the field is empty. The advantage of 1-Time Amounts is that adjustments can be made for exceptional circumstances without having to remember to change anything back to the normal amount after running a payroll.

As noted above, after the payroll has been run, the 1-Time Amount will be set back to “–9.99”, indicating it is empty.

ASN This field allows you to enter the ASN (Account Sequence Number) of the general ledger account to which the benefit cost should be charged.

Normally, this field is left blank and the distribution of benefit costs to the general ledger is handled via the Benefit Distribution Control Table. If all gross pay items are entered with valid ASNs and the Benefit Distribution Control Table contains records that map those gross pay accounts to all benefit accounts, there is no need to enter ASNs on individual employee benefit records. The only exception is when you wish to charge a benefit cost for an employee to an account other than the account included in the Benefit Distribution Control Table.

To select a valid ASN, enter a number (for example, "1") and then press the **Enter** key. The system will display a screen with the heading "Please select desired Account and then press OK." Please note that the only accounts displayed will be those coded "B = Payroll Benefit Account" in the *Payroll Access* field of the *Chart File Information Screen* of the Financial Accounting System.

P/R Schedule Enter the schedule on which the employee is normally paid and on which this benefit item will be paid.

Ben. Frequency Select the desired frequency choice from the drop down menu. Choices include:

- 0=Item is currently inactive
- 1=1st payroll of the month
- 2=2nd payroll of the month
- 3=1st and 2nd payrolls of the month
- 6=all pays EXCEPT NO n SCHEDuled payroll runs
- 9=all pays INCLUDING NO n SCHEDuled payroll runs

Ben. Remaining This field may be used to limit the number of times a benefit is paid, before it is automatically stopped. When a new benefit item is added, the default value of the *Ben. Remaining* field is set to -9, which means that the benefit will continue to be paid until otherwise revised. If you enter a number other than -9 in the field, the benefit will be paid that many times and then the system will stop paying the benefit. In this case, the system will subtract one from the number remaining each time the benefit is paid. Therefore, you may look at the field at any time to determine how many more times the benefit will be paid.

Max. YTD Ben. This feature is currently under development and should not be used at the present time. The field has no effect on your employee records. When the feature is ready for use, you will receive notice via the Release Notes included in the HR system update.

Plan Code The *Plan Code* field may be used, along with the *Level Code*, to enable the benefit amount to be changed in mass by using the *Benefit & Deduction Master Rate Record Screen* in the *Payroll Module Administration* module. See the instructions for that screen for further details on the use of this field.

Level Code The *Level Code* field may be used, along with the *Plan Code*, to enable the benefit amount to be changed in mass by using the *Benefit & Deduction Master Rate Record Screen* in the *Payroll Module Administration* module. See the instructions for that screen for further details on the use of this field.

ACH Trans. This feature is currently under development and should not be used at the

Type	present time. The field has no effect on your employee records. When the feature is ready for use, you will receive notice via the Release Notes included in the HR system update.
Acct. #	This feature is currently under development and should not be used at the present time. The field has no effect on your employee records. When the feature is ready for use, you will receive notice via the Release Notes included in the HR system update.

Using the Payroll Employee Benefits Screen

When adding a benefit item for an employee, after entering all necessary data, select **Save** on the menu bar or press the **F4** key. Be sure you receive the message *Benefit record added successfully*. To change some of the data on the screen, enter the desired changes and select **Save** on the menu bar or press the **F4** key. In this case, you should see the message *Benefit record updated successfully*.

To redisplay the last message, press the **CTRL** and **M** keys on your keyboard at the same time.

Operations

There are no operations available on this screen.

Reports

There are no reports available on this screen.

Employee Mandatory Deductions Screen

This screen is used to view mandatory deduction information for the employee record displayed. There are five system deductions that will automatically appear in the browse grid on this screen. These deductions cannot be deleted or altered by the user. The mandatory deductions listed include: Fed Tax, Medicare, MIP, MI Tax and Soc Sec.

These deductions are always coded with a frequency of 9 (all pays including special pays). The deduction frequency field for additional deductions is generally coded as 6 (all pays except special payroll runs).

Mandatory Field at the beginning of a description informs you that the Kalamazoo RESA HR/Payroll system requires an entry in this field. You may not successfully save the data on this screen if this field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the Kalamazoo RESA HR/Payroll system and cannot be updated by the user. The data in the field is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you choose **Modules » Payroll Employee Records » Employee Mandatory Deductions Screen**, you will see the following:

The screenshot shows the 'Employee Mandatory Deductions' screen. At the top, there are fields for SSN (012-34-5678), Name (L.F.M) (BROWN ANGEL), and Building (1150). Below this is the 'Employee Mandatory Deduction Record' section with fields for # (3), Code (FIT), Organization (DFIT), Amount (0.00), New Amount (0.00), Ded. Frequency (9 = all pa), P/R Schedule (BIWK), 1-Time Amount (0.00), Ded. Remaining (0), ACH Trans. Type (- (blank)), ASN, Max. YTD Ded. (0.00), and Acct. #.

Below the form is a table titled 'Browse List of Employee Mandatory Deduction Records (ALT+1/ALT+0 to enter/exit)'. The table has columns for *, #, Code, Abbreviation, Priority, Frequency, Organization, Abbreviation, Amount, and ASN.

*	#	Code	Abbreviation	Priority	Frequency	Organization	Abbreviation	Amount	ASN
	3	FIT	FED TAX	501	9	DFIT	FIT	0.00	
	1	MCT	Medicare	201	9	DFICA	MCTSST	0.00	
	5	MIP	M.I.P.	301	9	DMIP	MIP	0.00	
	4	MIT	Mi. Tax.	502	9	DMIT	MIT	0.00	
	2	SST	Soc. Sec.	200	9	DFICA	MCTSST	0.00	

Employee Mandatory Deduction Screen

Data Field Descriptions

SSN, Name *System-maintained Field* - These fields are shown as entered in the *Personnel*

(L, F, M) and Building *Module on the Primary Employee Screen and may only be changed on that screen. If you type a number in the SSN field, the system will display the data for the employee with that Social Security Number, or the closest match. If you type in the Name field - through the Middle Initial - the system will display the data for the employee with that name or the closest match. If you type a name that matches more than one employee in the system, the system will display a screen of employee names with the message *Please select desired employee name and click OK.* You may then select the employee whose record you wish to see.*

Employee Mandatory Deduction Record section

This field is used to store the record number of the mandatory deduction. Click on any of the mandatory deductions listed in the grid and the number of that deduction will be displayed. You may not add a new mandatory deduction on this screen.

Code *System-maintained Field.* This field is used to display the mandatory deduction code assigned to the employee record displayed. You may not change a mandatory deduction on this screen.

Organization This field is used to enter the Organization that the deducted amount will go, such as DMIP (MIP). Pressing the **Enter** key will display a listing of valid codes to select. The mandatory deduction codes can be found on the *Payroll Deduction Definition Screen* in the *Payroll Module Administration module*.

Amount *System-maintained Field* - The amount in this field is displayed once you enter the amount in the *New Amount* field and run a payroll. You cannot change this figure.

New Amount This field initially contains the mandatory deduction amount. When the payroll is run, this new amount will be displayed in the *Amount* field above. Check with Roger about this.

1-Time Amount This field is used to enter a one-time mandatory deduction amount. Once the payroll is run, this amount reverts back to the default of "-9.99".

ASN This field is often left blank on this screen. To assign an ASN code, type a 0 (zero) to display the Chart of Accounts. The ASN's used are listed on the Benefit Definition Control Table. Have Roger explain how this works.

Ded. Frequency Select the correct frequency choice from the drop down menu. Choices include:

- 0=Item is currently inactive
- 1=1st payroll of the month
- 2=2nd payroll of the month
- 3=1st and 2nd payrolls of the month
- 6=all pays EXCEPT NON SCHEDULED payroll runs
- 9=all pays INCLUDING NON SCHEDULED payroll runs

Ded. Remaining This field should not be used unless the mandatory deduction is for a limited time only. The field has no effect on employee records. When the feature is ready for use, you will receive notice via the Release Notes included with the HR System Update.

Max. YTD Ded. This field should not be used unless the mandatory deduction is for a limited time only. The field has no effect on employee records. When the feature is ready for use, you will receive notice via the Release Notes included with the HR System Update.

P/R Schedule This field is used to tell the system when to deduct the mandatory deduction amount from the payroll. Enter the first letter of the code or click on the drop-down menu arrow and select the payroll schedule applicable to this payroll run. Options include:

- BIWK – Biweekly
- MONTH – Monthly
- NOSCH – Non-Scheduled
- SEMI – Semi Monthly

ACH Trans. Type This feature is currently under development and should not be used at the present time. The field has no effect on your employee records. When the feature is ready for use, you will receive notice via the Release Notes included in the HR system update.

Acct. # This feature is currently under development and should not be used at the present time. The field has no effect on your employee records. When the feature is ready for use, you will receive notice via the Release Notes included in the HR system update.

Note: After entering all necessary fields on this form, select Save from the Menu Bar. Be sure you receive the message *Deduction record updated successfully*. To redisplay the last message press CTRL+M.

Operations

There are no operations available on this screen.

Reports

There are no reports available on this screen.

Employee Elective Deductions Screen

The *Employee Elective Deductions Screen* is used to add or update deduction items for employees. The KTS Human Resources System defines deductions as those items that are withheld from an employee's gross pay, resulting in their net pay.

The system divides deductions into *Mandatory* and *Elective*, with each type maintained on a separate screen. Mandatory deductions are those that are automatically withheld from an employee without requiring their permission. These include federal and state taxes, as well as contributions to retirement systems. Elective deductions are generally made at the employee's request. However, due to the way the system is organized, some deductions entered on the *Employee Elective Deductions Screen* are not elected by the employee; for example, garnishments enforced by court order.

Common elective deductions include deposits in the employee's checking and or savings account, union dues, contributions to 403b or other deferred compensation plans, charitable contributions, etc.

Another common deduction is the employee's contribution to their health insurance. Often, these deductions are paid to the insurance provider along with a contribution from the employer, which is entered as a benefit on the *Employee Benefits Screen*.

As elsewhere in the system, the *Employee Elective Deductions Screen* is comprised of two main areas. The Employee Elective Deduction Record section at the top of the screen displays the fields with all details of the employee's deduction record. The bottom portion of the screen includes a Browse List that displays all deduction records for the employee currently displayed. To edit an existing deduction record, select the record from the Browse List causing the system to display the record in detail in the Employee Elective Deduction Record section at the top of the screen. Then, make the desired changes and select Save (F4 key) from the menu.

Deductions maintained on this screen are defined on the *Deduction Definition Screen* in the *Payroll Module Administration Module*.

Mandatory Field at the beginning of a description informs you that the Kalamazoo RESA HR/Payroll system requires an entry in this field. You may not successfully save the data on this screen if this field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the Kalamazoo RESA HR/Payroll system and cannot be updated by the user. The data in the field is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you choose **Modules » Payroll Employee Records » Employee Elective Deduction Screen**, you will see the following:

Employee Elective Deductions **Payroll Employee Records Module**

SSN [012-34-5678] Name (L,F,M) [BROWN] ANGEL [L] Building [1150]

Employee Elective Deduction Record

[11] Code [33] Poss Organization [02] FCFCU Amount [50.00]

New Amount [-9.99] P/R Schedule [BIWK - B] Plan Code []

1-Time Amount [-9.99] Ded. Frequency [2 = 2nd pay] Level Code []

ASN [12932] Ded. Remaining [-9] Max. Fis. YTD [0.00]

ACH Trans. Type [32 - Saving] Max. Cal. YTD [0.00]

Life to Date Amt. [400.00] Acct.# [9997779999] Max. - Life of Ded. [0.00]

Browse List of Employee Elective Deduction Records (ALT+1/ALT+0 to enter/exit)

* #	Code	Abbreviation	Priority	Frequency	Organization	Abbreviation	Amount	ASN
11	33	Poss	4	2	02	FCFCU	50.00	12932
7	403B	403B Def C	402	6	JANUS	JANUS	200.00	
6	EIC	EIC	505	9	MISC	KRESA	25.00	
9	INS	Insurance	619	6	08	MESSA	25.00	
10	MISC	Misc. Ded.	620	0	01	OK	0.00	
8	TDP	MPSERS TDF	320	9	TDP	TDP	150.00	

Employee Elective Deduction Screen

Data Field Descriptions

SSN, Name (L ,F, M) and Building *System-maintained* - These fields are shown as entered in the *Personnel Module* on the *Primary Employee Screen* and may only be changed on that screen. If you type a number in the SSN field, the system will display the data for the employee with that Social Security Number, or the closest match. If you type in the Name field - through the Middle Initial - the system will display the data for the employee with that name or the closest match. If you type a name that matches more than one employee in the system, the system will display a screen of employee names with the message *Please select desired employee name and click OK*. You may then select the employee whose record you wish to see.

Employee Elective Deduction Record section

This field is used to store the record number of the mandatory deduction. Click on any of the mandatory deductions listed in the grid and the number of that deduction will be displayed. You may not add a new mandatory deduction on this screen.

Code *System-maintained Field*. This field is used to display the mandatory deduction code assigned to the employee record displayed. You may not change a mandatory deduction on this screen.

Organization This field is used to enter the Organization that the deducted amount will go, such as DMIP (MIP). Pressing the **Enter** key will display a listing of valid codes to select. The mandatory deduction codes can be found on the *Payroll*

Deduction Definition Screen in the Payroll Module Administration module.

Amount	<i>System-maintained Field</i> - The amount in this field is displayed once you enter the amount in the <i>New Amount</i> field and run a payroll. You cannot change this figure.
New Amount	This field initially contains the mandatory deduction amount. When the payroll is run, this new amount will be displayed in the <i>Amount</i> field above. Check with Roger about this.
1-Time Amount	This field is used to enter a one-time mandatory deduction amount. Once the payroll is run, this amount reverts back to the default of “-9.99”.
ASN	This field is often left blank on this screen. To assign an ASN code, type a 0 (zero) to display the Chart of Accounts. The ASN’s used are listed on the Benefit Definition Control Table. Have Roger explain how this works.
Life to Date Amt	This field works with the Max – Life of Ded. field. In order to use the Max – Life of Ded. field, you must determine how much has been deducted since the deduction began and enter that amount in the in this field.
P/R Schedule	This field is used to tell the system when to deduct the mandatory deduction amount from the employee’s payroll. Select the appropriate entry from the drop-down box which includes: Roger wants this more clarified... ask him. BIWK – Biweekly MONTH – Monthly NOSCH – Non-Scheduled SEMI – Semi Monthly WKLY – Weekly
Ded. Frequency	Select the correct frequency choice from the drop down menu. Choices include: 0=Item is currently inactive 1=1 st payroll of the month 2=2 nd payroll of the month 3=1 st and 2 nd payrolls of the month 6=all pays EXCEPT NOon SCHEDuled payroll runs 9=all pays INCLUDING NOon SCHEDuled payroll runs
Ded. Remaining	This field should not be used unless the mandatory deduction is for a limited time only. Ask Roger what this is for and when it would be used.
ACH Trans. Type	This feature is currently under development and should not be used at the present time. The field has no effect on your employee records. When the feature is ready for use, you will receive notice via the Release Notes included in the HR system update.
Acct. #	This feature is currently under development and should not be used at the present time. The field has no effect on your employee records. When the feature is ready for use, you will receive notice via the Release Notes included in

the HR system update.

- Plan Code** This field is used, along with the *Level Code*, to enable the deduction record to be changed in mass by using the *Benefit & Deduction Master Rate Record Screen* in the *Payroll Module Administration* module. See the instructions for that screen for further details on the use of this field.
- Level Code** This field is used, along with the *Plan Code*, to enable the deduction record to be changed in mass by using the *Benefit & Deduction Master Rate Record Screen* in the *Payroll Module Administration* module. See the instructions for that screen for further details on the use of this field.
- Max. Fis. YTD** When an amount is entered in the Max. Fis. YTD field, the system will automatically stop deducting when the amount has been reached for the fiscal year.
- Max. Cal. YTD** When an amount is entered in the Max. Cal. YTD field, the system will automatically stop deducting when the amount has been reached for the calendar year.
- Max – Life of Ded.** This field works with the Life to Date Amt. field. In order to use this field, you must determine how much has been deducted since the deduction began and enter that amount in the Life to Date Amt. field. When an amount is entered in the Max – Life of Ded. Field, the system will automatically stop deducting when the amount has been reached. This amount is neither fiscal nor calendar year related, but will be deducted until the Max – Life of Ded. amount is met.

Note: After entering all necessary fields on this form, select **Save** from the menu bar. Be sure you receive the message *Deduction record updated successfully*. To redisplay the last message press CTRL+M.

Operations

There are no operations available on this screen.

Reports

There are no reports available on this screen.

Tax-Deferred Payment Agreement Screen (TDP)

Members of the Michigan Public School Employees Retirement System (MPERS) can purchase service credit through tax-deferred payroll deduction. By taking advantage of the tax-deferred payment (TDP) program, employees can realize substantial tax benefits, which have the effect of lowering the service credit purchase cost.

The purpose of this screen is to store data from the MPERS Tax-Deferred Service Credit Purchase Agreement/Payroll Authorization form (R392C) in the payroll system to enable the payroll system to track agreements for an employee and generate reporting data for MPERS.

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you choose **Modules & Payroll Employee Records & Tax-Deferred Payment Agreement Screen**, you will see the following:

Payroll Employee Tax-Deferred Payment Agreement Screen				Payroll Employee Records Module					
SSN	012-34-5678	Name (L,F,M)	BROWN	ANGEL	Building	8			
Ded. Reason No.	1	In TDA file?	No	In TDP file?	Yes				
Agreement No.	12345	Cross Ref. No.	54321	Agreement Date	12/20/2002				
Invoice No.	123123	Service Type	13	Billing Amount	15,000.00				
Serv. Credit Avail.	5.000	S/C Purchased	5.000	Purchase Cost	15,000.00				
Bill Due Date	12/20/2002	Reportable Gross	32,000.00						
Payments	100	Sched. Deduction	150.00	Deduction Organ.	TDP				
Browse List of Employee TDP Agreement Records (ALT+1/ALT+0 to enter/exit)									
	* Agreement	Date	Invoice	Type	Deduction	Organization	Reason	TDA?	TDP?
	12345	12/20/2002	123123	13	150.00	TDP	1 F	F	T

Tax-Deferred Payment Agreement Screen (TDP)

Data Field Descriptions

SSN, Name (L, F, M) and Building *System-maintained Field* - These fields are shown as entered in the *Personnel Module* on the *Primary Employee Screen* and may only be changed on that screen. If you type a number in the SSN field, the system will display the data for the employee with that Social Security Number, or the closest match. If you type in the Name field - through the Middle Initial - the system will display the data for the employee with that name or the closest match. If you type a name that matches more than one employee in the system, the system will display a screen of employee names with the message *Please select desired employee name and click OK*. You may then select the employee whose record you wish to see.

Employee Tax-Deferred Payment Agreement Screen (TDP)

Ded Reason No. Mandatory Field - This field is used to enter the MPSERS Mandated Code relative to the employee's situation. The codes come from the MPSERS Reporting Instruction Manual. Click the drop down menu and select one of the following codes:

- 1 Deduction Valid
- 2 Pending Agreement (during 90-day grace period)
- 3 Agreement Closed – Termination (>90-day grace period).
- 4 Agreement Closed – Employee Deceased
- 5 Agreement Closed – Employee Retired
- 6 Agreement Closed – Paid in Full
- 7 Non-Sufficient Funds – Reduction in Hours
- 8 Non-Sufficient Funds – Temporary Layoff
- 9 Non-Sufficient Funds – Sabbatical Leave
- 10 Non-Sufficient Funds – Weekly Worker's Compensation
- 11 Non-Sufficient Funds – Professional Service Leave/Release
- 12 Establishing Deduction Schedule
- 0 Blank/Undefined

This code is changed as circumstances indicate (waiting for MPSERS to approve agreement, deductions taken, deduction could not be taken, etc).

In TDA file? Enter a Y in this field to indicate that the TDP Agreement needs to be included on the file that is generated when you choose *Operations > Create Tax-Deferred Purchase Agreement file*. Once you have received approval of your agreement from MPSERS, change this field to a **N**.

In TDP file? Enter an N in this field until you receive approval of your agreement from MPSERS. When you change the TDA field to an N this field needs to be changed to a Y. Once the N has been changed to a Y you need to go to the *Payroll Employee Records Module > Employee Elective Deduction Screen* and set up the employee's deduction.

Agreement No.	Enter the agreement number as found on the Tax-Deferred Service Credit Purchase Agreement/Payroll Authorization form.
Cross Ref. No.	Enter the Cross Reference Agreement Number from the Tax-Deferred Service Credit Purchase Agreement/Payroll Authorization form if present. Leave this field blank if there is no number recorded on the form.
Agreement Date	Enter the date as found on the Tax-Deferred Service Credit Purchase Agreement/Payroll Authorization form.
Invoice No.	Enter the Invoice Number as found on the Tax-Deferred Service Credit Purchase Agreement/Payroll Authorization form.
Service Type	Enter the type of service being purchased as found on the Tax-Deferred Service Credit Purchase Agreement/Payroll Authorization form.
Billing Amt	Enter the initial billing amount as found on the Tax-Deferred Service Credit Purchase Agreement/Payroll Authorization form.
Serv. Credit Avail.	Enter the service credit available as found on the Tax-Deferred Service Credit Purchase Agreement/Payroll Authorization form.
S/C Purchased	Enter the service credit being purchased as found on the Tax-Deferred Service Credit Purchase Agreement/Payroll Authorization form.
Purchase Cost	Enter the cost of service credit purchase as found on the Tax-Deferred Service Credit Purchase Agreement/Payroll Authorization form.
Bill Due Date	Enter the billing due date as found on the Tax-Deferred Service Credit Purchase Agreement/Payroll Authorization form.
Reportable Gross	Enter the Reportable Gross Wages as found on the Tax-Deferred Service Credit Purchase Agreement/Payroll Authorization form.
Payments	Enter the number of payments as found on the Tax-Deferred Service Credit Purchase Agreement/Payroll Authorization form.
Sched. Deduction	Enter the scheduled deductions as found on the Tax-Deferred Service Credit Purchase Agreement/Payroll Authorization form.
Deduction Organ.	Enter the Financial Organization Code that has been set up on the <i>Employee Elective Deduction Screen</i> for this TDP Agreement.

Note: After entering all necessary fields on this form, select **Save** from the Menu Bar or press the F4 key. Be sure you receive the message *Employee Agreement*

record updated. To redisplay the last message press CTRL+M.

To Add a New TDP Agreement

To enter a new TDP Agreement for an employee either press **New** on the toolbar or press the **F9** key.

To Edit a TDP Agreement

Click **Browse** or press the **F5** key to display an existing TDP Agreement. Once displayed, you may edit the information. Make the necessary changes and choose **Save** or press **F4**.

To Stop a TDP

To stop a TDP from being withdrawn from an employee, first on the TDP Screen set both the in TDA file? drop-down box to N and the in TDP file? drop-down box to N. Once complete, go to the *Employee Elective Deduction Screen* and click in the display screen to bring the TDP deduction to the screen. Change the *Ded. frequency* to *0=item is currently inactive*.

Operations

Create Tax-Deferred Purchase Agreements file

This operation produces a file containing records of Tax-Deferred Service Credit Purchase Agreements in the format required for submission to MPSERS for all employees with a Y in the *In TDA file?* field.

Update Tax-Deferred Purchase Payment Detail records

This operation updates the file containing records of Tax-Deferred Service Credit Purchase deductions withheld from the employee payroll checks for all employees with a Y in the *In TDP file?* field. Please note: This operation must be performed before creating the TDP deduction diskette for MPSERS each reporting period (See Chapter 2 *Payroll Tax-Deferred Payment Deduction Detail Screen*).

Reports

P/R TDP Agreement Records

Prints the *Payroll Employee Tax-Deferred Payment Agreement Screen* information for all TDP Agreements in the system.

Gross Pay by Earning Codes

The *Gross Pay by Earnings Codes* Screen is used to display data specific to amounts submitted the Michigan Public School Employees Retirement System (MPERS) for the employee displayed. Displayed on this screen is Gross Pay and Service Units by Quarter, Fiscal Year-to-Date and Calendar Year-to-Date. Notice the Grid located on the lower portion of the screen. To view/alter information regarding one of the codes listed in the grid, click anywhere on the line in the grid which displays the information about the earning code. Once clicked, the information for the code will be displayed on the upper half of the screen. The earnings codes are originally set up on the *Earnings Code Definition Screen* in the *Payroll Module Administration Module*. The only items on this screen that may be altered are the Service Units.

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you choose **Modules & Payroll Employee Records & Gross Pay by Earnings Codes**, you will see the following:

Payroll Employee Earnings Codes Screen			Payroll Employee Records Module				
SSN	012-34-5678	Name (L,F,M)	BROWN	ANGEL	Building	8	
#	Code	Employee Earnings Code Record					
0	MM	Description: MPERS Mem: subject to all benefits & deductions					
		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Fiscal YTD	Calendar YTD
Gross Pay		4,970.40	0.00	4,658.42	994.08	12,611.06	4,970.40
Service Units		316.65	0.00	198.99	63.33	705.63	316.65
Browse List of Employee Earning Code Records (ALT+1/ALT+0 to enter/exit)							
* #	Code	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Fiscal YTD	Calendar YTD
0	MM	4,970.40	0.00	4,658.42	994.08	12,611.06	4,970.40

Payroll Employee Earnings Code Screen

Data Field Descriptions

SSN, Name (L, F, M) and Building *System-maintained Field* - These fields are shown as entered in the *Personnel Module* on the *Primary Employee Screen* and may only be changed on that screen. If you type a number in the SSN field, the system will display the data for the employee with that Social Security Number, or the closest match. If you type

in the Name field - through the Middle Initial - the system will display the data for the employee with that name or the closest match. If you type a name that matches more than one employee in the system, the system will display a screen of employee names with the message *Please select desired employee name and click OK*. You may then select the employee whose record you wish to see.

- #** *System-maintained Field* - This field is used to store the record number of the Employee Earnings Code displayed. Click on any of the Employee Earnings Codes listed in the grid and the number of that Code will be displayed.
- Code** *System-maintained Field* - This field is used to display the Employee Earnings Code that has been entered for the employee on the Employee Master Setup Screen, the Primary Contract/Salary screen, or the Additional Contract/Salaries screen.
- Description** *System-maintained Field* – This field is used to display the description of the Employee Earnings Code.
- Gross Pay** *System-maintained Field* – This field is used to display the employee's gross pay for each Quarter, the Fiscal YTD and the Calendar YTD. A negative amount in this field represents accrued wages. Information viewed in this field is updated each time a payroll process is completed.
- Pay Units** Service Units allocated to this employee are displayed in this field. You may change the service units displayed in the event you need to correct information being submitted to MPSERS. To change the amount of service units, you can either tab to the box containing the amount, or click in the box. Type over the incorrect amount with the correct amount and press Save or F4. Once you change the amount, you will see the following messages:

If you change this amount, you may also need to update Fiscal and/or Calendar Year-To-Date amounts.

A box will also then appear asking if you are sure you want to change this amount.

Once you click Yes, a box will appear that lets you know the earnings code record has updated successfully.

Notes: After entering all necessary fields on this form, select Save from the Menu Bar or press the F4 key. Be sure you receive the message *Earnings Code Record Updated Successfully*. To redisplay the last message, press CTRL+M.

Operations

There are no operations available on this screen.

Reports

There are no reports available on this screen.

Gross Pay by Item Codes

The *Gross Pay by Item Codes* Screen is a System-Maintained Screen used to display Gross Pay Codes and Pay Units by Quarters, Fiscal Year-to-Date and Calendar Year-to-Date. Notice the Grid located on the lower portion of the screen. To view information regarding one of the Codes listed in the grid, click anywhere on the line in the grid which displays the information about the gross pay code. Once clicked, the information for the code will be displayed on the upper portion of the screen. The earnings codes are originally set up on the *Gross Pay Items Definition Screen* in the *Payroll Module Administration Module*.

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you choose **Modules & Payroll Employee Records & Gross Pay by Item Codes**, you will see the following:

Payroll Employee Gross Pay Items Codes Screen **Payroll Employee Records Module**

SSN Name (L,F,M) Building

Code Description

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Fiscal YTD	Calendar YTD
Gross Pay	1,988.16	0.00	2,982.24	994.08	7,952.64	1,988.16
Pay Units	2.00	0.00	3.00	1.00	8.00	2.00

Browse List of Employee Gross Pay Item Codes (ALT+1/ALT+0 to enter/exit)

* #	Code	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Fiscal YTD	Calendar YTD
0	CON1	1,988.16	0.00	2,982.24	994.08	7,952.64	1,988.16
0	AG	0.00	0.00	0.00	0.00	0.00	0.00
0	COACH	0.00	0.00	1,500.00	0.00	1,500.00	0.00
0	RD	0.00	0.00	118.13	0.00	118.13	0.00
0	RH	0.00	0.00	58.05	0.00	58.05	0.00

Payroll Employees Gross Pay Items Code Screen

Data Field Descriptions

SSN, Name (L ,F, M) and Building *System-maintained Field* - These fields are shown as entered in the *Personnel Module* on the *Primary Employee Screen* and may only be changed on that screen. If you type a number in the SSN field, the system will display the data for the employee with that Social Security Number, or the closest match. If you type

in the Name field - through the Middle Initial - the system will display the data for the employee with that name or the closest match. If you type a name that matches more than one employee in the system, the system will display a screen of employee names with the message *Please select desired employee name and click OK*. You may then select the employee whose record you wish to see.

#	<i>System-maintained Field</i> - This field is used to store the record number of the Gross Pay Item Code displayed. Click on any of the Gross Pay Codes listed in the grid and the number of that Code will be displayed.
Code	<i>System-maintained Field</i> - This field is used to display the Employee's Gross Pay Item Code.
Description	<i>System-maintained Field</i> – This field is used to display the description of the Employee's Gross Pay Item Code.
Gross Pay	<i>System-maintained Field</i> – This field is used to display the employee's gross pay for each quarter, fiscal-to-date and the calendar year-to-Date. A negative amount in this field represents accrued wages. Information viewed in this field is updated each time a payroll process is completed.
Pay Units	Pay Units that have previously been setup on Gross Pay Item Definition Screen in the Payroll Module Control Module are displayed in this field. On the screenshot above you will see information for Angel Brown. Note that in Quarter one Angel received \$1,988.16 total wages for 2 pay units for Contract 1. If the RH Code were displayed for Quarter 1, the information would show that Angel received \$58.05 total wages for 3 pay units for Regular Hours pay. The information will be defined by the information entered on the <i>Gross Pay Items Definition Screen</i> in the <i>Payroll Module Administration</i> Module.

Operations

There are no operations available on this screen.

Reports

There are no reports available on this screen.

Gross Pay Distribution by ASN

The *Gross Pay Distribution by ASN* Screen is a System-Maintained Screen used to display Gross Pay by quarters, fiscal year-to-date and calendar year-to-date broken down by ASN (Account Sequence Number). Notice the Grid located on the lower portion of the screen. To view information regarding one of the ASN's listed in the grid, click anywhere on the line in the grid which displays the information with the ASN. Once clicked, the information for the ASN will be displayed on the upper portion of the screen. The ASN's have been originally setup on the *Chart of Accounts* Screen in the *Kalamazoo RESA Financial Accounting Program*.

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you choose **Modules & Payroll Employee Records & Gross Pay Distribution by ASN**, you will see the following:

Payroll Employee Gross Pay Distribution Screen		Payroll Employee Records Module					
SSN	012-34-5678	Name (L,F,M)	BROWN	ANGEL	Building	8	
Employee Gross Distribution Record							
ASN	11210	P/R Access	N	Account Title	SALARIES TEACHING MS		
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Fiscal YTD	Calendar YTD	
Gross Pay	0.00	0.00	1,500.00	0.00	1,500.00	0.00	
Browse List of Employee Gross Pay Distribution Records (ALT+1/ALT+0 to enter/exit)							
* ASN	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Fiscal YTD	Calendar YTD	
11210	0.00	0.00	1,500.00	0.00	1,500.00	0.00	
11310	4,970.40	0.00	3,158.42	994.08	11,111.06	4,970.40	

Payroll Employee Gross Pay Distribution Screen

Data Field Descriptions

SSN, Name (L, F, M) and Building *System-maintained Field* - These fields are shown as entered in the *Personnel Module* on the *Primary Employee Screen* and may only be changed on that screen. If you type a number in the SSN field, the system will display the data for

the employee with that Social Security Number, or the closest match. If you type in the Name field - through the Middle Initial - the system will display the data for the employee with that name or the closest match. If you type a name that matches more than one employee in the system, the system will display a screen of employee names with the message *Please select desired employee name and click OK*. You may then select the employee whose record you wish to see.

ASN *System-maintained Field* – Displays the ASN number that the Wages have been charged against.

P/R Access *System-maintained Field* – This field displays information from the Financial Accounting system regarding payroll access for this ASN. There are a total of six different options that have been set up in the Financial System, one of which should be displayed here. Generally you will see either an N or an F. The following are details of the options available in the Financial Accounting System.

Space: Payroll Can Not Access this Account
 N: Payroll Gross Account – Non-Federal Funding
 F: Payroll Gross Account – Federally Funded
 B: Payroll Benefit Account
 D: Payroll Deduction Account
 T: Payroll Direct to Net

Account Title *System-maintained Field* – The Account Title that was given to this ASN.

Gross Pay *System-maintained Field* – This field is used to display the employee's gross pay for each quarter, fiscal-to-date and the calendar year-to-Date that has been applied against the ASN displayed. A negative amount in this field represents accrued wages. Information viewed in this field is updated each time a payroll process is completed.

Operations

There are no operations available on this screen.

Reports

There are no reports available on this screen.

Benefit Distribution by ASN

The *Benefit Distribution by ASN* Screen is a System-Maintained Screen used to display the employee's benefit distribution information for wages broken down by quarters, fiscal year-to-date and calendar year-to-date. To view information regarding one of the benefits listed in the grid on the lower section of the screen, click anywhere on the line in the grid which displays the information. Once clicked, the information for the benefit will be displayed on the upper portion of the screen. The benefit distribution codes have been originally setup on the *Benefit Definition* Screen in the *Payroll Module Administration* Module.

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you choose Modules, **Payroll Employee Records, Benefit Distribution by ASN Screen**, you will see the following:

The screenshot shows the 'Payroll Employee Benefits Distribution Screen' with the following data:

SSN: 012-34-5678 Name (L,F,M): BROWN ANGEL Building: 8

Employee Earnings Code Record:
 Number: Benefit Code: FICA FICA ASN: 62413 ATH FICA PAYABLE

Wage Base:	Qtr. 1:	Qtr. 2:	Qtr. 3:	Qtr. 4:	Fis. YTD:	Cal. YTD:
	4,970.40	0.00	4,658.42	994.08	12,611.06	4,970.40
Benefit :	380.23	0.00	356.37	76.04	964.72	380.23

* Code	ASN	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Fis. YTD	Cal. YTD
FICA	62413	380.23	0.00	356.37	76.04	964.72	380.23
INS	11310	125.00	0.00	0.00	0.00	125.00	125.00
MPSRS	12440	645.65	0.00	605.13	129.13	1638.17	645.65

Payroll Employee Benefits Distribution Screen

Data Field Descriptions

SSN, Name (L ,F, M) and Building *System-maintained Field* - These fields are shown as entered in the *Personnel Module* on the *Primary Employee Screen* and may only be changed on that screen. If you type a number in the SSN field, the system will display the data for the employee with that Social Security Number, or the closest match. If you type

in the Name field - through the Middle Initial - the system will display the data for the employee with that name or the closest match. If you type a name that matches more than one employee in the system, the system will display a screen of employee names with the message *Please select desired employee name and click OK*. You may then select the employee whose record you wish to see.

- Number:
Benefit Code** *System-maintained Field* – This field is used to store the benefit code of the benefit item displayed. Click on any of the benefit codes listed in the grid and the benefit code and description of that code will be displayed.
- ASN** *System-maintained Field* – Displays the ASN (Account Sequence Number) and account title that the benefit has been charged against.
- Wage Base** *System-maintained Field* – This line displays the employee’s wage base for each quarter, fiscal-to-date and the calendar year-to-date in which the benefit was calculated on. Information viewed in this field is updated each time a payroll process is completed.
- Benefit** *System-maintained Field* – This line displays the benefits paid for the employee by quarters, fiscal-to-date and calendar year-to-date.

Operations

There are no operations available on this screen.

Reports

There are no reports available on this screen.

Employee Calendar YTD Totals Screen

The *Employee Calendar YTD Total* Screen is a System-Maintained Screen used to display an overview of an employee's payments, benefits and deductions. You may use the shortcut keys to move your cursor from grid to grid by pressing the Alt key with the numbers 1 thru 4. To move the cursor back to the employee's last name, press the Alt key plus the number 0. This screen is for informational purposes only and items here cannot be altered.

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you choose **Modules & Payroll Employee Records & Calendar Year to Date Totals Screen**, you will see the following:

Payroll Employee Calendar Year To Date Totals Screen					Payroll Employee Records Module			
SSN	012-34-5678		Name (L,F,M)	BROWN		ANGEL	Building	8
Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Fiscal YTD	Calendar YTD			
4,970.40	0.00	4,658.42	994.08	12,611.06	4,970.40			
Gross Pay by Item Code (ALT+1/ALT+0 to enter/exit)					Benefits List for Employee (ALT+3/ALT+0 to enter/exit)			
* #	Code	Abbreviation	Calendar YTD	* #	Code	Wage Base	YTD Amount	
0	COACH	Coaching	0.00	1	FICA	4970.40	380.23	
0	CON1	Contract "1"	4,970.40	2	MPSRS	4970.40	645.65	
0	RD	Reg. Days	0.00	3	INS	0.00	125.00	
0	RH	Reg. Hours	0.00					
Gross Pay by Earning Code (ALT+2/ALT+0 to enter/exit)					Deductions List for Employee (ALT+4/ALT+0 to enter/exit)			
* #	Code	Abbreviation	Calendar YTD	* #	Code	Wage Base	YTD Amount	
0	MM	MPSERS Merr	4,970.40	1	MCT	4,970.40	72.07	
				2	SST	4,970.40	308.16	
				3	FIT	3,541.45	385.00	
				4	MIT	3,541.45	142.80	
				5	MIP	4,970.40	178.95	

Employee Calendar Year-to-Date Totals Screen

Data Field Descriptions

SSN, Name (L ,F, M) and Building

System-maintained Field - These fields are shown as entered in the *Personnel Module* on the *Primary Employee Screen* and may only be changed on that screen. If you type a number in the SSN field, the system will display the data for the employee with that Social Security Number, or the closest match. If you type in the Name field - through the Middle Initial - the system will display the data for the employee with that name or the closest match. If you type a name that

matches more than one employee in the system, the system will display a screen of employee names with the message *Please select desired employee name and click OK*. Select the employee whose record you wish to see.

Gross Pay by Item Code *System-maintained Field* – This section of the screen displays a grid showing the employee’s gross pay by item code. You may browse up and down within the grid by using the scroll bar, or by clicking on a line item and using the up and down arrow keys.

Benefits List for Employee *System-maintained Field* – This grid displays benefits for the employee. You may browse up and down within the grid by using the scroll bar or by clicking on a line item and using the up and down arrow keys.

Gross Pay by Earnings Code *System-maintained Field* – This grid displays employee’s gross pay by earnings code. You may browse up and down within the grid by using the scroll bar or by clicking on a line item and using the up and down arrow keys.

Deductions List for Employee *System-maintained Field* – This grid displays deductions for the employee displayed. You may browse up and down within the grid by using the scroll bar or by clicking on a line item and using the up and down arrow keys.

Operations

There are no operations available on this screen.

Reports

There are no reports available on this screen.

Employee Register Records Screen

The *Employee Register Records Screen* displays transaction details which were generated through a payroll run. When the payroll is run, a register record is created for each employee who received wages or benefits for a given payroll. This screen's main purpose is to display register record information regarding the employee's wages, benefits and deductions for a specific pay period. However, register records may be voided and/or un-voided from this screen as described later in this chapter. Payroll adjustment records created in the *Register Record Preparation Screen* may also be displayed on this screen. You may move all Employee Register Records to history by going to *Modules > Payroll Module Control Screen* and run the Operation to *Move register records to historical records file*.

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you choose **Modules & Payroll Employee Records & Employee Register Records Screen**, you will see the following:

Payroll Employee Register Records Screen **Payroll Employee Records Module**

SSN [012-34-5678] Name (L,F,M) [BROWN] [ANGEL] Building [8]

P/R Schedule [BIWK] Description [BIWK P/R run 04/01/2003]

Payroll Date [03/28/2003] Voided? [record not voided]

Register No. [1] Payment Type [D] Gross Pay [994.08]

Register Date [04/01/2003] Check/Deposit No. [422] Net Pay [554.02]

Browse List of Employee Register Record Items (ALT+1/ALT+0 to enter/exit)

* Type	Item	Earn.	Pay Units	Serv.Units	Wage Base	Organ.	Amount	ASN
P	CON1	MM	1.000	63.33	0.00		994.08	11310
B	FICA		0.000	0.00	994.08	FICA	76.04	62413
B	INS		0.000	0.00	0.00	08	25.00	11310
B	MPSRS		0.000	0.00	994.08	MPSRS	129.13	12440
D	403B		0.000	0.00	0.00	JANUS	100.00	
D	EIC		0.000	0.00	858.29	MISC	-27.33	
D	FIT		0.000	0.00	708.29	DFIT	77.00	
D	MCT		0.000	0.00	994.08	DFICA	14.41	
D	MIP		0.000	0.00	994.08	DMIP	35.79	

Payroll Employee Register Records Screen

Data Field Descriptions

SSN, Name (L ,F, M) and Building	<i>System-maintained Field</i> - These fields are shown as entered in the <i>Personnel Module</i> on the <i>Primary Employee Screen</i> and may only be changed on that screen. If you type a number in the SSN field, the system will display the data for the employee with that Social Security Number, or the closest match. If you type in the Name field - through the Middle Initial - the system will display the data for the employee with that name or the closest match. If you type a name that matches more than one employee in the system, the system will display a screen of employee names with the message <i>Please select desired employee name and click OK</i> . You may then select the employee whose record you wish to see.
P/R Schedule	The register record displayed on the screen corresponds to the P/R Schedule selected. Click the arrow on the drop down box and select one of the following: <ul style="list-style-type: none"> ADJST - Adjustment BIWK - Biweekly MONTH - Monthly NOSCH - Non-Scheduled SEMI - Semi-monthly WKLY - Weekly
Payroll Date	Displays the payroll date of this register. Once you choose the employee whose records you would like to view, the oldest register record will be the first record displayed on the screen. Either click the Next to display the next register record or click the Previous to display the previous register record. Once all records have been displayed for the employee displayed, the Previous or Next option will retrieve register records for the previous or next employee by social security number
Register No.	A register record is created by a combination of the P/R schedule, P/R date and the register number. This combination creates a unique record for the transactions used to create this register. If a multiple adjustment were made for the same register record, you may see more than one number, yet the <i>P/R Schedule</i> and <i>Payroll Date</i> will stay the same.
Register Date	The date the register record was entered into the system.
Description	Displays either the system generated payroll schedule and run date for the record displayed or a description that has been entered by the user for an adjusted register record when using the Register Records Preparation Screen.
Voided?	This field keeps a record of whether the Register Record displayed is voided or un-voided. When a record is not a voided record, the field will display <i>record not voided</i> in a muted gray color. If the record is a voided record, the field will

display *VOIDed record* and will be highlighted in yellow. To Void a Register record, click on Operations on the menu bar and select VOID a Register record. To un-void the Register click on Operations and select Un-void a Register record.

Payment Type This field displays a *C* if payment was made to the employee in the form of a payroll check, a *D* if payment was made to the employee by Direct Deposit, or an *A* if an adjustment was made to the employee register record without payment.

Check/Deposit No. Displays the check or deposit number of the register record.

Gross Pay Displays the employee's gross pay for the register record displayed.

Net Pay Displays the employee's gross pay for the register record displayed.

Browse List of Employee Register Items (ALT+1/ALT+0 to enter/exit)

The lower part of the screen displays, in column and row format, specific line item details of the employee's pay, benefits and deductions for the pay period, or adjustment register record displayed. Activate the browse list by single-clicking the mouse anyplace within the browse listing or press **ALT+1** on the keyboard. Use the arrow keys or scroll bar to move within the listing.

Browse List Column Descriptions:

Type This field displays the type of register item for the record displayed. There are four (4) types of register record items: P for Pay, B for Benefits, D for Deductions and N for Direct to Net.

Item Descriptive information regarding the type code. Examples are as follows:

- P This Item code is relative to the way the wage was generated on the system. If the payment results from *the Employee Primary Contract/Salary Screen*, the code will always be CON1. If the payment results from entries made on either the *Employee Additional Contracts/Salaries Screen* or the *Employee One-Time Postings Screen*, then the code will be the same as the item code found on the corresponding screen
- B This Item code is relative the codes found on the *Benefits Definition Screen in the Payroll Module Administration Module*.
- D This Item code is derived from the codes found on the *Deduction Definition Screen in the Payroll Module Administration Module*.

N The item code is relative to the codes found on the *Direct to Net Payment Code Definition Screen* in the *Payroll Module Administration Module*

Earn	This column applies to P (Pay) line items only. Benefit and deduction items will always be blank. This code is the Earnings Code found on one of the employee's three screens described in the Item field above. The earnings code is associated with each payment item and determines how the pay will be reported to MPSERS and also determines how benefits and deductions will be calculated based on the payment item.
Pay Units	This column applies to P (Pay) line items only. Benefit and deduction items will always be blank. This field contains the number of units, hours or days the employee is being paid for. If the payment results from entries made on either the <i>Primary Contract Screen</i> or the <i>Additional Contracts/Salaries Screen</i> , the pay units will normally be one. If the payment results from entries made on the <i>Employee One-Time Postings Screen</i> , the pay units entered on that screen will be displayed here.
Serv Units	This column applies to P (Pay) line items only. Benefit and deduction items will always be blank. This field displays the number of service units reported to MPSERS for this line item.
Wage Base	This field is used for two purposes... <ol style="list-style-type: none"> 1. For Benefit and Deduction type records, the field displays the wage base that the benefit or deduction was calculated on. That is, how much of the gross pay was subject to the given Benefit or Deduction. Note that a wage base is meaningful for benefits and deductions that are computed using a formula based on earnings (for example, retirement benefits and withholding taxes). The field has no meaning (and will be zero) for benefits and deductions that are fixed amounts entered by the user (for example, annuity, dues or United Way deductions). 2. For Pay type records, the field displays the deduct amount, if any, entered on either the <i>Primary Contract/Salary Screen</i> or the <i>Additional Contracts/Salaries Screen</i>.
Organ.	This field applies to Benefit and Deduction type items only. The Organization column holds the code for the Financial Organization to which the benefit or deduction item is to be paid. Refer to the <i>Financial Organizations Screen</i> in the <i>Payroll Module Administration</i> module for additional information on the organizations.
Amount	This column shows the amount of the Pay, Benefit, or Deduction line item.

ASN This column shows the associated ASN for each item amount, if any. For example, Pay type items will display the account to which employee gross pay is to be distributed in the general ledger. Benefit type items will display the account to which the employee benefit is to be distributed in the general ledger. Benefit distribution is based on rules contained in the *Benefit Distribution Control Table Screen*. Deduction type items will display the account to which the employee's deduction is to be distributed in the general ledger. Deduction items do not always have associated ASN numbers. There is no deduction control table. The ASN for deduction items is the ASN found on the *Employee Deduction Screen*.

Operations - Void/Un-Void Register Records

VOID a Register record

Although you cannot change the data found on employee register records, you can void the entire record, if necessary. When a register record is voided, three major changes take place within the system. It is important to check all aspects of the changes the void will make to your system.

- 1 The employee's periodic totals are updated by subtracting (in the case of a void) or adding (when un-voiding) to the amounts in the Employee Register Items. The periodic totals are updated according to the following rules:
 - a The system looks at the payroll date of the register record, determines which quarter (Q1=quarter ending March 31, etc) the record applies to and updates the appropriate quarterly totals for Pay, Benefit, and Deduction items for the employee throughout the system.
 - b The system looks at the payroll date of the register record, determines which fiscal year the record belongs to and if the fiscal year is the same as the *Active Fiscal Year* field found on the *Payroll Module Control Screen*, the system updates fiscal year totals for Pay, Benefit and Deduction items for the employee throughout the system.
 - c The system looks at the payroll date of the register record, determines which calendar year the record belongs to and if the calendar year is the same as the *Active Calendar Year* field found on the *Payroll Module Control Screen*, the system updates calendar year totals for Pay, Benefit, and Deduction items for the employee throughout the system.
- 2 An entry is made in the *Operations/Error Log*. This entry is an important piece of the audit trail, recording the transaction date, time, system user, and the register record that was voided or un-voided. To view or print the Operations Error Log report use the following procedure:

Go to *Payroll Module Administration* & *Payroll Module Control Screen* and

select *Reports* from the Menu Bar and select the Operations/Error Log report. Enter the range of dates for the information you would the report to include. You may then preview or print the report.

- 3 A batch is created in the *Financial Accounting System* to post to the general ledger. View the batch on the *Accounts Payable Batch Entry Screen* in the *Accounts Payable Module* of the *Financial Accounting System*. The batch should be reviewed carefully before posting to the general ledger. Some items may need to be deleted (for example, deduction items if your district does not keep employee deductions in the chart of accounts). Also, it is possible that the batch will contain items that should not be posted to the current fiscal year. These considerations are specific to the circumstances - therefore review the batch carefully before posting it.

To Void a register record, take the following steps:

- 1 Retrieve the employee register record to be voided.
- 2 Select Operations from the Menu Bar.
- 3 Select Void a Register Record.

When the process is complete, a 'beep' is heard and the message *Record Is Voided* is prominently displayed in red on the screen in the Voided field. The message *This register record is now voided* will also be displayed in the upper right corner of the screen. To redisplay the last message press CTRL+M.

Un-Void a Register record

Un-voiding a register record does all of the above, reversing the effects on total figures

To Un-Void a register record, take the following steps:

- 1 Retrieve the employee register record to be un-voided. A 'beep' will be heard when a voided record is retrieved.
- 2 Select Operations from the Menu Bar.
- 3 Select Void a Register Record.

When the process is complete, the following message is displayed *This register record has been un-voided*. To redisplay the last message press CTRL+M.

Reports

Employee Register Record Report

Prints a copy of the Employee Register Records for the payroll date range you specify. Enter the beginning payroll date and the ending payroll date of the range of records you would like to print.

Employee Register Detail Summary

Prints a *detailed* copy of the Employee Register Record for the payroll date range you specify. The report is printed showing all Item Code details with totals. Enter the beginning payroll date and the ending payroll date of the range of records you would like to print.

Employee Register Detail Summary Report – Medicaid Outreach Version

This report is similar to the *Employee Register Detail Summary*, with the following exceptions:

- it includes all employees with payroll activity in the range of dates entered,
- only gross pay and benefit items are included – not deductions or direct to net payments.
- it also includes a field *FS*, which is the *Payroll Access* field from the *Chart File Information Screen* in the Financial Accounting System, for the account associated with the line item in the report.

Historical Register Records Screen

The function of the *Historical Register Records Screen* is to display a complete history of every transaction included in each employee's payroll records. This file is updated each time the operation to move all Employee Register Records to history is performed. Go to *Modules* and select the *Payroll Module Control Screen* to run the Operation to *Move register records to historical records file*. No operations may be performed from this screen, but two reports may be printed from this screen, the *Employee historical register record report* and the *Employee historical register detail summary report*.

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you choose **Modules & Payroll Employee Records & Employee Register Records Screen**, you will see the following:

Payroll Employee Historical Register Records Screen										Payroll Employee Records Module	
SSN	012-34-5678		Name (L,F,M)	BROWN		ANGEL	Building	8			
P/R Schedule	BIWK -		Description	BIWK P/R run 04/01/2003							
Payroll Date	03/28/2003		Voided?	record not voided							
Register No.	1		Payment Type	D		Gross Pay	994.08				
Register Date	04/01/2003		Check/Deposit No.	422		Net Pay	554.02				
Browse List of Employee Register Record Items (ALT+1/ALT+0 to enter/exit)											
*	Type	Item	Earn.	Pay Units	Serv.Units	Wage Base	Organ.	Amount	ASN		
	P	CON1	MM	1.000	63.33	0.00		994.08	11310		
	B	FICA		0.000	0.00	994.08	FICA	76.04	62413		
	B	INS		0.000	0.00	0.00	08	25.00	11310		
	B	MPSRS		0.000	0.00	994.08	MPSRS	129.13	12440		
	D	403B		0.000	0.00	0.00	JANUS	100.00			
	D	EIC		0.000	0.00	858.29	MISC	-27.33			
	D	FIT		0.000	0.00	708.29	DFIT	77.00			
	D	MCT		0.000	0.00	994.08	DFICA	14.41			
	D	MIP		0.000	0.00	994.08	DMIP	35.79			

Payroll Employee Historical Register Records Screen

Operations

There are no operations available on this screen.

Reports

Employee Historical Register Record

Once register records are moved to history, a copy of the Employee Register Record may be printed for the payroll date range you specify. Enter the beginning payroll date and the ending payroll date of the range of records you would like to print.

Employee Historical Register Record Detail

Once register records are moved to history, a *detailed* copy of the Employee Register Record may be printed for the payroll date range you specify. Report is printed showing all Item Code details with totals. Enter the beginning payroll date and the ending payroll date of the range of records you would like to print.

Data Field Descriptions

SSN, Name (L, F, M) and Building	<i>System-maintained Field</i> - These fields are shown as entered in the <i>Personnel Module</i> on the <i>Primary Employee Screen</i> and may only be changed on that screen. If you type a number in the SSN field, the system will display the data for the employee with that Social Security Number, or the closest match. If you type in the Name field - through the Middle Initial - the system will display the data for the employee with that name or the closest match. If you type a name that matches more than one employee in the system, the system will display a screen of employee names with the message <i>Please select desired employee name and click OK</i> . You may then select the employee whose record you wish to see.
Payroll Date	<i>Mandatory Field</i> : The date entered here is the effective date for this transaction which determines which quarter, fiscal and calendar totals will be updated if the record is added to the system.
Register Type	<i>Mandatory Field</i> : Select the appropriate entry from the drop-down box which includes: A = Adjustment C = Check D = Direct Deposit
Check/Deposit No.	<i>Mandatory Field</i> : Once the previous field selection is made, the system requires an entry in this field <i>if</i> the record is to be added to the system. If C (Check) or D (Direct Deposit) is selected, enter the check or deposit number in the space provided. If A (Adjustment item) is selected, enter any meaningful character in the space provided. Suggested entry would be to enter the initials of the person making the transaction in this field.
Total Gross	<i>System-maintained Field</i> : This field displays the employee's total gross pay for this transaction as information is entered in the Register Record Line item.
Net	<i>System-maintained Field</i> : This field displays the employee's total net pay for this transaction as information is entered in the Register Record Line item.
Description	Enter a brief description of the transaction. Although this is an optional field, it is strongly suggested that it is used to aid in maintaining accurate record keeping.
Set Elective Deductions to Zero	If you click on <i>Set Elective Deductions to Zero</i> , the system will replace the <i>Fix Amt.</i> field with an "X" and the amount with 0.00, for deductions that are not calculated based on a wage base. If you click on the button and then wish to have the system calculate the amount as it normally would, simply remove the "X" from the <i>Fix Amt.</i> field and select <i>Save</i> .

Set Elective Benefits to Zero If you click on *Set Elective Benefits to Zero*, the system will replace the *Fix Amt.* field with an "X" and the amount with 0.00, for benefits that are not calculated based on a wage base. If you click on the button and then wish to have the system calculate the amount as it normally would, simply remove the "X" from the *Fix Amt.* field and select *Save*

Register Record Line Item Section

*System-maintained Field* - The system assigns sequence numbers, beginning with 1, to each *Register Record Line Item* for the employee. If you enter a number that matches the sequence number of an existing record for the employee, the system will display that record and the message "Record number 'x' retrieved and displayed". If not, the system will show the next available number, along with the message "Please enter a new register line item". This allows you to enter several records for the employee while only typing the data that is different for different records.

Type This field indicates the type of register item to be entered. Choose the type from the drop down box which includes:

P = Gross Pay
 B = Benefit
 D = Deduction
 N = direct Net pay

Item Code This field holds the description code for the item type above. Type the valid Item code, or press the space bar and select from the list of valid codes which corresponds with the Type code you previously entered.

Earning Code This code applies to P = Gross Pay type items only. The earnings code is associated with each payment item and is used to determine how the pay will be reported to MPERS and also determines how benefits and deductions will be calculated. Type the valid earnings code, or press the space bar and select from the list of valid earnings code.

Pay Rate This field applies to P = Gross Pay type items only. Enter the scheduled contract or salary amount, hourly or daily rate, or adjustment amount for the transaction.

Pay Units This column applies to P = Gross Pay types items only. Enter the number of pay units, hours, or days the employee is to be paid for. For example, if the pay item type is for a Primary Contract/Salary or Additional Contract/Salaries, the number would be one (1). If the pay type is Regular Hours or Days, enter the number of hours or days the employee is to be paid.

Service Units This column applies to P = Gross Pay types items only. Type the number

of service units to be reported to MPSERS, if any.

Organ. Code This field applies to B = Benefit and D = Deduction items only. Select from the list of Valid Organization Codes to which the benefit or deduction item is to be paid. Refer to the *Financial Organizations Screen* in the *Payroll Module Administration* module for additional information on the organizations.

Wage Base / Contract Ded. This field is used for two purposes.

For B = Benefit and D = Deduction type records, this field holds the wage base that the benefit or deduction is to be calculated on. That is, how much of the gross pay is subject to the given Benefit or Deduction. Note that a wage base is meaningful for benefits and deductions that are computed using a formula based on earnings (for example, retirement benefits and withholding taxes). This field has no meaning (and will be zero) for benefits and deductions which are fixed amounts entered by the user (annuity, dues, etc.).

For P = Gross Pay type records, the field displays the deduct amount, if any, entered on either the *Primary Contract/Salary Screen* or the *Additional Contracts/Salaries Screen*.

Fix Amt When you use the *Payroll Register Preparation Screen*, you will notice that every time you update a line item, the system recalculates all line items currently in the *Browse List of Register Line Items*. The system must do this because various line item amounts may be dependent on the amounts of other line items. For example, the amount of an employee's FIT (Federal Income Tax) Wage Base must change if you change the amount of the employee's 403B line item. Similarly, if you change a Pay line item Earning Code from "MM" (wages reportable to MPSERS) to "XMPS" (wages not reportable to MPSERS), the system must recalculate the wage base and line item amounts for the MPSRS Benefit item(s) as well as for the MIP Deduction item.

There may be times when you wish to enter a Benefit or Deduction *Amount of Line Item* which is different from what the system would calculate using the normal rules for the item. For example, you may wish to add a register record to change the distribution by ASN of gross pay the employee previously received during a normal payroll run. In this case, you need to be able to zero out the default deductions for annuities, dues, etc.

If you type an **X** in the Fix Amt field, the system will maintain any amount you enter in the *Amount of Line Item* field and prevent the amount from changing during any subsequent recalculations the system performs

when you change other line items. Please note that for Benefit and Deduction line items, the system will always recalculate the Wage Base amounts, because the system must insure accurate wage bases for reporting on the employee's W-2 form. As long as the X remains in the Fixed Amount field for a line item, the amount will stay as you entered it. If you wish the system to resume recalculating the amount, replace the X with a space and update the line item.

Amount of Line Item

For B = Benefit or D = Deduction items, enter the amount of the benefit or deduction. P = Gross Pay items are computed by the system (Pay Rate times Pay Units) and the results displayed here.

ASN

This field holds the associated ASN for the item. For example, enter the ASN to which employee gross pay is to be distributed in the general ledger for a P = Gross Pay type item. For a B = Benefit type item, enter the ASN to which the employee benefit is to be distributed in the general ledger. Benefit distribution is based on rules contained in the *Benefit Distribution Control Table Screen* in the *Payroll Module Control Module*. D = Deduction items do not always have associated ASN numbers. If you do have an associated ASN number, type the appropriate number to which employee deductions are distributed in the general ledger.

Browse List of Register Line Items

The fields listed in the browse list are the same as those in the editing portion of the screen (*Register Record Line Items*). This listing is displayed in row and column format.

Activate the browse list by clicking the mouse anyplace within the browse listing or pressing ALT+1 on the keyboard. Use the arrow keys or the scroll bar to move up and down through the listing. To display the line item detail in the editing window above, highlight (click with the mouse) anywhere within the line (row). Click the mouse in the *Register Record Line Item* portion of the screen in the field you wish to edit. Make corrections as necessary, pressing the Tab or Enter key to move the cursor from field to field. Press Shift+Tab to move backwards through the fields, or navigate with the mouse. Pressing Tab or Enter at the last field signals the system to recalculate the data and refresh the browse listing with updated figures.

You can manipulate the detail in the line items here without having any effect on the employee's year-to-date figures. At any time, you can clear the worksheet line items by using Operations > Clear all line items. To add the register record to the system use Operations > Add register record to system.

Using the Payroll Employee Register Record Preparation Screen

Press the Tab or Enter key to move from one field to another, entering the necessary information in the *Register Record Line Item* portion of the screen. Press Shift+Tab to move backwards from one field to another. Once all necessary data has been entered and the Tab or Enter key pressed at the last field, the system computes the transaction and displays line item details in the browse list.

- 1 Retrieve the employee you wish to add or a register record for.
- 2 Position the cursor in the Payroll Date field. The date entered here determines which quarter, fiscal and calendar totals will be updated for the employee if the register record is added to the system. The cursor will move to the Check/Deposit No. field. From the drop-down list, choose A =Adjustment, C = Check, or D = Direct deposit. If check or direct deposit was selected, enter the check or deposit number in the field where the cursor is positioned. If Adjustment was selected, you may enter any meaningful characters you choose. For example, you may wish to enter the initials of the person entering this record. The system requires you to enter something in this field. Press the Enter or Tab key to move the cursor to the description field. Although this field is optional, it is advisable to enter a brief description of the transaction if it is to be added to the system.
- 3 With the cursor now positioned in the sequence number field (#), you have the option of adding a new line item to the register record, or creating default line items to the record. To add a new line item, type "1" and press Enter or Tab. To create default line items to the register record, choose *Operations, Create default line items*.
- 4 If adding a new line item, enter the necessary information in each field, pressing Tab or Enter between them. Edit existing line items by following the instructions found in the *Browse List of Register Line Items* section discussed previous to this section. Pressing the Tab or Enter key at the last field causes the system to calculate (or recalculate) all line items in the record.
- 5 Continue to add new line items by choosing *New* from the Menu Bar (a unique number will be assigned to the line item) and/or edit line item data until the desired results are displayed on the worksheet. You can monitor your progress toward the desired

results by checking the *Total Gross* and *Total Net* fields in the header portion of the record and also by maximizing the *Browse List of Register Line Items*. As you examine the *Browse List of Register Line Items*, note that if a line item has zero in the *Service Units*, *Wage Base/Contract.Ded.*, and *Amount of Line Item* fields, the item will have no effect on the employee's quarter, fiscal and calendar year totals if the register record is added to the system.

Note: Retrieving a different employee does not clear the Payroll Date, Register Type, Check/Deposit No, and Description fields.

Operations

Clear All Line Items

This operation removes all line items currently displayed in the *Browse List of Register Line Items*. Notice that the Payroll Date, Register Type, Check/Deposit No, and Description fields in the header portion of the screen remain. Retrieval of another employee also clears all line items.

Create Default Line Items

This operation creates line items based on information from the *Primary Contract/Salary Screen*, *Additional Contract/Salaries Screen*, *Employee Benefits Screen* and *Employee Deductions Screen*. The line item details will be displayed in the *Browse List of Register Line Items*. Refer to the *Browse List of Register Line Items* section for further information on editing these default line items.

Add Register Record to System

Add register record to the system – This operation adds each line item of the register record displayed on the screen to the system. When a record is added, three major changes take place within the system.

- 1 Employee periodic totals are updated by subtracting (in the case of a negative amount) or adding the amounts in the Employee Register Items. The periodic totals are updated according to the following rules:
 - a The system looks at the Payroll Date of the register record, determines which quarter (Q1=quarter ending March 31, etc) the record applies to and updates the appropriate quarterly totals for P(payload), B(benefit), and D(deduction) items for the employee throughout the system.
 - b The system looks at the Payroll Date of the register record, determines which fiscal year the record belongs to and *if* the fiscal year is the same

as the *Active Fiscal Year* field found on the *Payroll Module Control Screen*, the system updates fiscal year totals for P(payload), B(benefit) and D(deduction) items for the employee throughout the system.

- c The system looks at the Payroll Date of the register record, determines which calendar year the record belongs to and *if* the calendar year is the same as the *Active Calendar Year* field found on the *Payroll Module Control Screen*, the system updates calendar year totals for P(payload), B(benefit), and D(deduction) items for the employee throughout the system.
- 2 An entry is made in the *Operations/Error Log*. This entry is an important piece of the audit trail, recording the transaction date, time, system user, and the added register record information. View this log by following these steps:
 - From the *Payroll Module Control Screen*, select Reports from the Menu Bar.
 - From the reports listing, select *Operations/Error Log*
 - Respond to the dialog boxes and print to the screen or printer. Refer to the section on Printing for more detailed information.
 - 3 A batch is created in the Financial Accounting system to post to the general ledger. View the batch on the *Accounts Payable Batch Entry Screen* in the *Accounts Payable Module* of the *Financial Accounting System*. The batch should be reviewed carefully before posting to the general ledger. Some items may need to be deleted (for example, deduction items if your district does not keep employee deductions in the chart of accounts). Also, it is possible that the batch will contain items that should not be posted to the current fiscal year. These considerations are specific to the circumstances - therefore review the batch carefully before posting it.

Reports

There are no reports available on this screen.