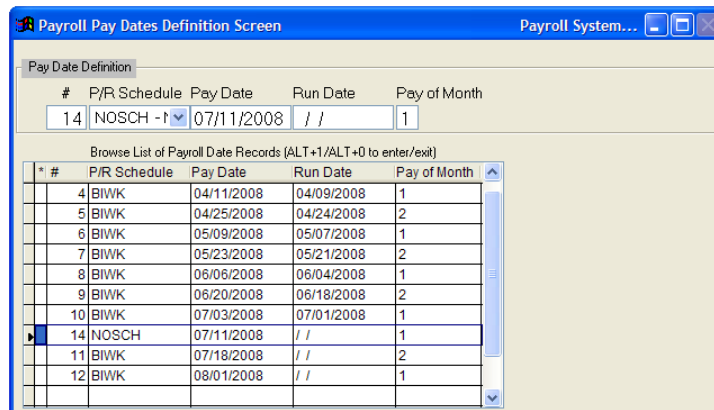
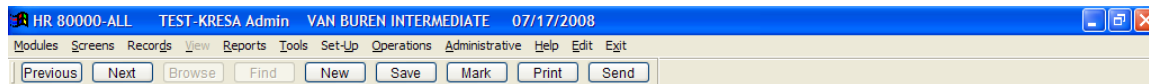


How to Run a Non-Scheduled Payroll

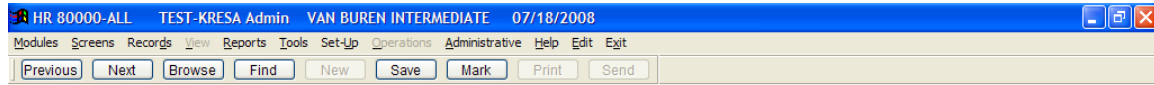
Module: Payroll Module Administration
 Screen: Pay Dates Definition Screen

1. Select "New"
2. P/R Schedule - NOSCH
3. Pay Date - Date of payroll (date to appear on check – do not use the same date as a regular payroll)
4. Run Date - Leave blank
5. Pay or Month – (1st, 2nd, etc.)
6. Select "Save" to add the new record



Module: Payroll Employee Records
Screen: Employee Master Setup Screen

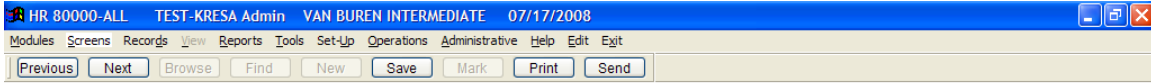
- 7. Check/Direct Deposit - Change to Check, if desired. Normally, nonscheduled payroll runs are intended to be paid via check (as opposed to direct deposit).



Peemast (Hr|Peemast) Record: 1/750 Record Unlocked NUM

Module: Payroll Employee Records
Screen: Primary Contract (or Additional Contract, One-Time Posting, etc.)

8. Using the screen(s) appropriate to the pay (i.e. Primary Contract, Additional Contract, One-Time Posting, etc.), enter the non-scheduled gross pay in an Amount field (New or 1-Time).
9. Under Contract Controls, in the Schedule field, enter NOSCH.
10. Save the record.



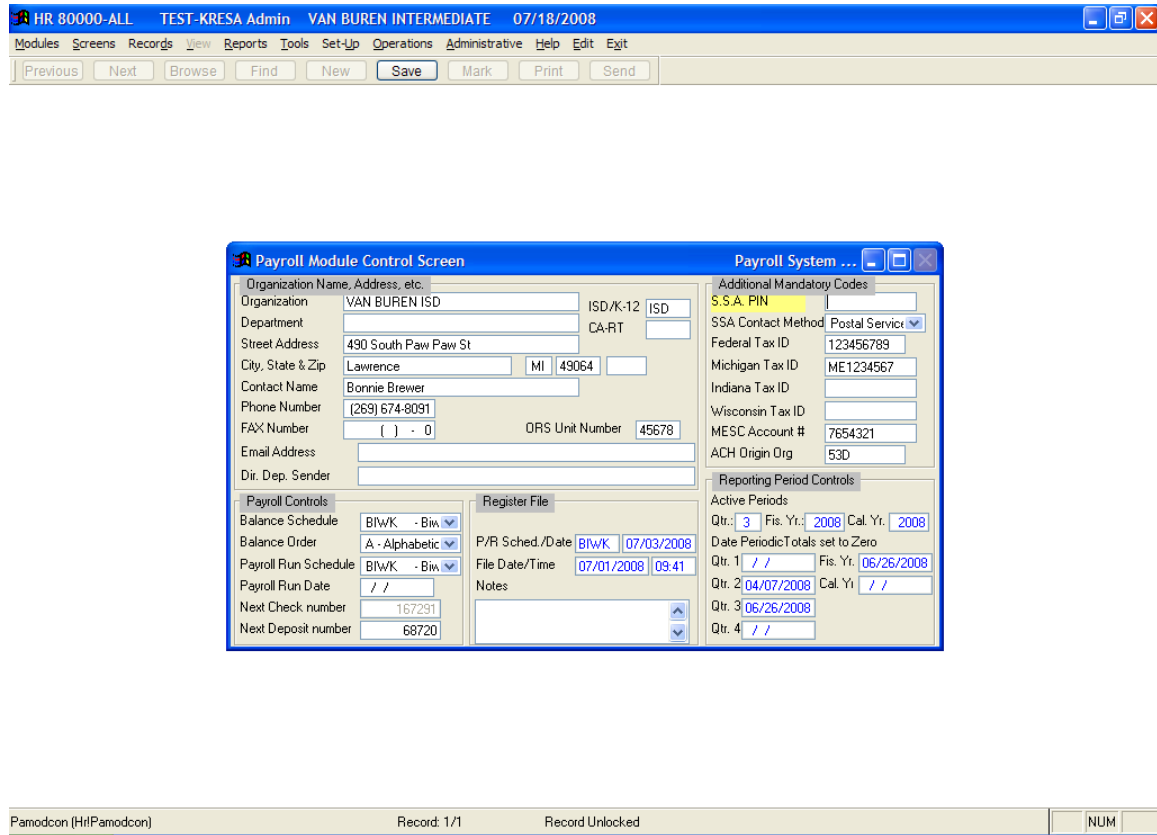
The screenshot shows the 'Primary Contract / Salary Screen' for employee REBECCA M Building. The screen is divided into several sections:

- Payroll Figures:** Amount (752.63), New Amount (500.00), 1-Time Amount (-9.99), Deduct Amount (0.00).
- Contract Figures:** Amount (16557.84), New Amount (-9.99), Earnings (15052.58), Deductions (2257.89), Balance (1505.26).
- MPERS Information:** Earnings Code (MM), Begin Date (08/13/2007), End Date (06/15/2008), ORS Wage Code (01), Service Units * Pays (61.00 * 0), ORS Class Code (1630).
- Normal Distribution:** Table with columns ASN and Percent. Row 1: ASN 21406, Percent 100.00.
- 1-Time Distribution:** Table with columns ASN and Percent. Row 1: ASN, Percent -9.99.
- Contract Controls:** Contracted? (Contracted), Zero Earnings? (F), Terminate Pay? (F), P/R Schedule (NOSCH - No), Payment Frequency (6 = all pays E), Divide by # (0).
- Additional Wage Codes in Payroll Amount:** Code 1, Code 2, Code 3, each with Amount (0.00) and Begin/End dates (//).

Peemast (Hr|Peemast) Record: 1/750 Record Unlocked NUM

Module: Payroll Module Administration
 Screen: Payroll Module Control Screen

11. Balance Schedule field – Enter NOSCH
12. Payroll Run Schedule field – Enter NOCH



13. Run the Pre-payroll Balance reports. (Note: Deduction/Contribution reports will be incorrect on the pre-payroll reports. Only the Gross should be correct.)
14. Run the payroll.
15. Run the After-payroll Results reports. (Note: If you have pre-calculated taxes, enter them in the Payroll Employee Tax Control screen before you run the payroll.)
16. Remember to change the Check/Direct Deposit information (on the Employee Master Setup Screen) back to the normal code used for bi-weekly payroll runs.