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 $-(1^{st}, 2^{nd}, etc.)$
- 6. Select "Save" to add the new record

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1	Pa	yroll	Pay Dates Def	inition Screen				Payroll System 🔳 🗖 🔀		
- F	Pay Date Definition									
		#	P/R Schedule	Pay Date	Run Date	Pay of Month				
		14	NOSCH - 1	07/11/2008	11	1				
			Browse List of Paj	roll Date Records (/	ALT+1/ALT+0 to e	nter/exit)				
	* 3	#	P/R Schedule	Pay Date	Run Date	Pay of Month	^			
		4	BIWK	04/11/2008	04/09/2008	1				
		5	BIWK	04/25/2008	04/24/2008	2				
		6	BIWK	05/09/2008	05/07/2008	1				
	Τ	7	BIWK	05/23/2008	05/21/2008	2				
		8	BIWK	06/06/2008	06/04/2008	1				
		9	BIWK	06/20/2008	06/18/2008	2				
		10	BIWK	07/03/2008	07/01/2008	1				
Þ		14	NOSCH	07/11/2008	11	1				
		11	BIWK	07/18/2008	11	2				
		12	BIWK	08/01/2008	11	1				
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Papadate (Hr!Papadate)

Record: 14/14 Record Unlocked

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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).

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🛱 Employee Master Setup Screen 🛛 Payro 🔳 🗖 🔀								
SSN	Name (L,F,M) DUC	<	 REBE 	CCA	M Building			
Employee Demograp	phic Information							
Street Address	3675 KENBR	OOKE COURT						
City, State and Zip	KALAMAZOO	MI 49006						
Miscellaneous Contr	rols	Payroll Check / Dire	ct Deposit Data	 MPSERS Informati 	ion			
P/R Schedule	BľWK - Biw 💌	Check/Direct Deposit	C - Check 💌	Retirement Plan	A = Graded M 😒			
Earnings Code	MM	Organization	CCU	Wage Code	01 💌			
Workers Comp.	????? - unkn 💌	Transaction Type	22 · Checking 💌	ORS Class Code	1630 💌			
Advance EIC	- (blank) 🛛 💌	Acct. No. 12345678	9	Frequency of Pay	22			
Last Payroll	06/20/2008			Rate of Pay	0.00			
Adjustment Code		Email Direct Deposit?	No	Wage Exception	0.00			
Federal Income Tax		State Income Tax		- Local Income Tax				
Filing Status	M - Married 💌	State Abbreviation	MI - Michigan 💌	City Tax Code				
Exemptions	3	Exemptions	3	Exemptions	0			
Additional Withholding	0.00	Additional Withholding	5.00	Additional Withholdin	ng 0.00			

Peemmast (Hr!Peemmast)	Record: 1/750	Record Unlocked	NUM

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

- 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.

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🛱 Primary Contract / Salary Screen Pay 🖃 🗖 🕅								
SSN Name (L,F,M) DUC				K PEBECCA		CCA N	A Building	
Descripti	on 122TA	SSIS				Service Pays		
Payroll F	igures			Contract Figures		MPSERS Information		
Amount		752.6	3	Amount	16557.84	Earnings Code	MM	
New Amo	ount	500.0	10	New Amount	-9.99	Begin Date	08/13/2007	
1-Time A	mount	-9.9	9	Earnings	15052.58	End Date	06/15/2008	
Deduct Amount 0.00			0	Deductions	2257.89	ORS Wage Code	01 💌	
				Balance	1505.26	Service Units * Pays 61.00 *		
						ORS Class Code 1630		
Normal D	istribution	1-Time Distribu	ution	Contract Controls Additional Wage Codes in Pa		es in Payroll Amount		
ASN	Percent	ASN Perc	cent			Code 1 🛛 🗸 Am	ount 0.00	
21406	100.00		9.99	Contracted?	Contracted 💌	Begin 77	End //	
	0.00		9.99	Zero Earnings?	F	Code 2 Am		
	0.00		9.99	Terminate Pay?	F	Deain L L	Fad 1.1	
	0.00		9.99	P/R Schedule	NOSCH - No 💌	beym //		
	0.00		9.99	Payment Frequency	6 = all pays E	Code 3 🛛 🗸 Am	ount 0.00	
	0.00		9.99	Divide by #	0	Begin //	End //	

Peemmast (Hr!Peemmast)

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

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🖬 Payroll Module Control Screen Payroll System 📮 🗖 🔀									
Organization Nam	e, Address, etc.	Additional Mandatory Codes							
Organization	VAN BUREN ISD	ISD/K-12 ISD	S.S.A. PIN						
Department		CA-BT	SSA Contact Method Postal Service						
Street Address	490 South Paw Paw 9	it	Federal Tax ID 123456789						
City, State & Zip	Lawrence	MI 49064	Michigan Tax ID ME1234567						
Contact Name	Bonnie Brewer		Indiana Tax ID						
Phone Number	(269) 674-8091		Wisconsin Tax ID						
FAX Number	() + 0	ORS Unit Number 45678	MESC Account # 7654321						
Email Address			ACH Origin Org 53D						
Dir. Dep. Sender			Reporting Period Controls						
Payroll Controls		Register File	Active Periods						
Balance Schedule	BIWK - Biw 💌		Qtr.: 3 Fis. Yr.: 2008 Cal. Yr. 2008						
Balance Order	A - Alphabetic 💌	P/R Sched./Date BIWK 07/03/2008	Date PeriodicTotals set to Zero						
Payroll Run Sched	ule BIWK - Biw 🔽	File Date/Time 07/01/2008 09:41	Qtr. 1 / / Fis. Yr. 06/26/2008						
Payroll Run Date	11	Notes	Qtr. 2 04/07/2008 Cal. Yi / /						
Next Check numbe	r 167291		Qtr. 3 06/26/2008						
Next Deposit numb	er 68720	×	Qtr. 4 / /						

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- 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.