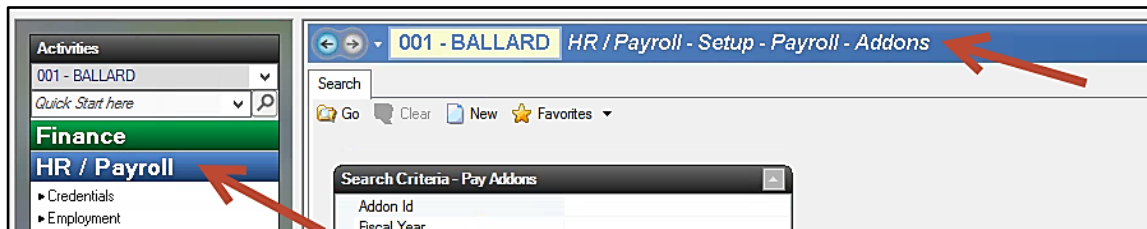


MAINTENANCE THROUGHOUT THE MONTH

- Add new employees
- Addons – attached to employees
- Assignments – add or end
- Bargaining units – update as needed
- Benefit providers and levels – update as needed
- Calendars – update each year or as schedules change
- Contributions and Deductions – add, change, or end
- Demographics – update addresses, phone numbers, email addresses, and tax withholding
- Direct Deposit – add, change, and delete banking institution information
- Job Categories/Job Classes – maintain
- Payroll Vendors – add and maintain
- Positions – add or end
- Retirement system status – PERS or STRS; change from non-member to member to retiree
- Salary schedules – update for cost of living adjustments; end and start new or updated schedules

ACTIVITY TITLE BAR – DESTINATIONS



- Addons.....HR/Payroll – Setup – Payroll – Addons
- Assignments.....HR/Payroll – Employment – Employee Management – Assignment Tab
- Benefit Providers.....HR/Payroll – Setup – Benefits – Benefit Providers
- Calendars.....HR/Payroll – Setup – Assignment – Calendars
- Contributions.....HR/Payroll – Employment – Employee Management – Contributions Tab
- Deductions.....HR/Payroll – Employment – Employee Management – Deductions Tab
- Employee Benefits.....HR/Payroll – Employment – Employee Management – Benefit Provider Tab
- Pay Cycle.....HR/Payroll – Employment – Employee Management – Pay Cycle Tab
- Positions.....HR/Payroll – Employment – Positions
- Retirement.....HR/Payroll – Employment – Employee Management – Retirement Tab
- Salary Schedules.....HR/Payroll – Setup – Assignment – Salary Schedules
- Vendors.....HR/Payroll – Setup – Payroll – Payroll Vendor

Throughout the month and before SUBMITTING payroll use the following reports to audit transactions, monitor PERS/STRS membership qualification and resolve errors.

Pay 01 – Payroll Summary

Compare totals to previous months. Resolve negative and zero net pays. Resolve Credential holds.

Pay 02 – Pay Detail

Review gross pay, retirement, and Social Security and Medicare earnings.

Pay 03 – Payroll Detail with Grosses

Audit transactions; reconcile differences.

Pay 04 – Payroll Differences

Audit differences in pay by comparing amounts from previous month.

Pay 10 – Labor Distribution Detail

Audit for correct account coding for each employee

Pay 13 – Payroll Adjustments

This report shows adjustments from all sources. Audit pay rates, units, Addons, accounts, and retirement coding. Use to validate timesheet data.

Pay 14 – Payroll Audit

Pay detail with amounts; select Net Pay to shorten the report.

PayDtl 14 – Payroll Detail by Employee

Order the report by employees with Addons; show accounts, deductions and contributions.

Pay 15 – Payroll Differences (Earnings)

Compare differences from previous month to current month.

Pay 17 – Vendor Detail

Audit employer contributions and employee deductions. Cash movement designation: C=check, L=liability, T=transfer to fund.

Pay 22 – Payroll Errors

Shows all errors by pay date. Run several times during the month and prior to finishing payroll.

Pay 34 – Payroll Deduction and Contribution Detail

Use for audit and research. Order the report with type “T” in the *Exclude Contribution Group* and *Exclude Deduction Group* fields to exclude taxes.

Pay 35 – Purging Employee Files Report

Run this report periodically to see whose pay cycle needs to end.

Pay 36 (option B) – Addon Earnings Sort Option B (Addon Earnings by Employee)

Audit data for correctness.

Pay 50 – Extract of Earnings and Contributions

Audit data to verify changes from one month to another.

Retire 01 – STRS Qualifying Report for Substitute Employees

Monitor days and hours worked for membership qualifications.

Retire 02 – STRS Qualifying Report of Part Time Employees

Monitor days and hours worked for membership qualification.

Retire 05 – STRS Errors

Review for errors and resolve.

Retire 06 – PERS Errors

Review for errors and resolve.

Retire 09 – PERS Qualifying

Monitor hours worked for membership qualification.

Cred 94 – County Holders with Pay Holds

Run the report several times during the month to resolve credential pay holds.

STEP 2**Leave Processing – Overview****Grant**

Grant for the year or the month in the Leave Status activity.

Enter

Enter in the Leaves Transaction activity. (Admin users, tool)

Review

Review in Leave Transaction or Employee Management activity.

Post Transactions

Posts transactions. Performed in the Leave Transaction activity.

Load

Locks editing in Employee Management and Leave Trans . Creates balance transfers. Performed in Leave Status activity.

Post to Adjust Payroll

Posts to dock/payoff/transfer adjustments to Adjust Payroll, where they can be cleared. Performed in Leave Status activity.

STEP 3**Leaves – Manual data entry**

- **HR/Payroll – Employment – Leave Transaction**
- Manually input leave and substitute pay date for employees.

STEP 4**Leaves – Batch processing**

- **HR/Payroll – Employment – Leave Transactions** or
- **HR/Payroll – Employment – Employee Management (select employee and open their record) – Leaves Tab**
- Load leave data.
- Create a new BATCH and SUBMIT for processing.
- Review leaves.
- Edit posted leaves in the Employee record.
- Post the BATCH.
- Perform this step only with the Regular (month end) payroll.

STEP 5**Grant Leaves**

Required to update payroll records and process payroll

- **HP/Payroll – Employment – Leave Status**
- Grant leaves before loading leaves.
- Granting leaves can take place multiple times during the month to capture transactions such as changes to FTE, which will re-compute leave entitlement for the remainder of the year.
- Define the leave reporting period in the Organization record.
- After loading leaves, the grant task becomes unavailable.

STEP 6**Load Leaves**

Required to process payroll

- **HR/Payroll – Employment – Leave Status**
- Review leaves for the current period.
- Loading leaves automatically generates docks (audit for correctness).
- Edit transactions in the Employee Record before the period is posted.
- Transactions with dates after the reporting period will not load into the current pay period. The system holds these transactions for posting into the applicable pay period.
- Perform this step only with the Regular (month end) payroll.

STEP 7**Post Leaves**

Required to process payroll

- **HR/Payroll – Employment – Leave Status**
- Post leaves to current period.
- Automatic docks will post to employee pay records for the pay period.
- Perform this task only for the Regular (month end) payroll.
- Time period captured for the posting of leaves is determined by district policy;
 - Either the 1st or 15th of the month (not based on issue date).
- Warning – After submitting payroll, rollbacks of leave data cannot take place.

STEP 8**Adjust Pay activities**

- **HR/Payroll – Payroll – Adjust Payroll**
- Optional – Import Time and Adjustment spreadsheets into Additional Pay for substitutes or hourly timecard employees.
- Manually input data for substitutes and timecard employees.
- Audit and verify accuracy of payments to employees.
- Create a “List” to match your workflow. Search by pay cycles, groups of employees, Addon codes, or other criteria.
- Adjust earnings, employer contributions, employee deductions, tax withholding.
- Add a message on the “Adj-Other” Tab for a specific employee.
- Look at an employee’s “Snapshot – Pay 99” to see the computed pay detail to validate accuracy of payment. Select the “Calculate Now” option from the Task box to re-compute earnings for an individual employee.

STEP 9**Initiate pay for the month (update the year automatically takes place nightly)**

Must be done prior to Submitting payroll

Run this step after inputting all adjustments and updates to salary schedules, Addons, assignments, positions and other setup items for the payroll issue date to see results during the day.

Otherwise, wait for the automatic job to run over night and view results the next day.

Data changes input into **Employee Management** and **Adjust Payroll** prompt an immediate automatic re-calculation of information.

Critical: This step *must* be done if any changes are made to items in the **HR/Payroll – Setup** area **and input on the day of close**. Initiate pay for the month prior to Submitting, otherwise the changes will not apply.

- **HR/Payroll – Processes – Initiate Payroll Request**
- Select New
- Input “Pay Date” (the current issue date)
- Input “Pay Schedule as ”1” for Regular
- Select Save/Close
- To view the job status, look on the Status column on the List Tab. This job may process for several minutes or several hours.

STEP 10**Resolve errors**

Required to process payroll – payroll cannot process with labor errors

- Use the Pay 22 – Payroll Errors report for a list items with errors or warnings to research and resolve.
- **HR/Payroll – Payroll – Payroll Status**
- In the *From Pay Date* field select the payroll issue date and press Go
- On the *List*, scroll to and open the issue date
- Look at the bottom half of the screen for *Fatal and Critical Payroll Errors*

STEP 11**Submit the pay period**

Required to process payroll

- **HR/Payroll – Payroll – Payroll Status**
- When the Search Criteria screen appears, select Go
- Open the applicable Pay Period
- Verify payroll amounts to the payroll summary
- Add a message to the pay stub for all employees, if desired
- Go to Task
- Select Submit
- Select Yes

- Submitting the pay period performs two functions at the same time:
 - (a) **Locking**
 - (b) **Submitting**

- **Caution** - Locking can be done separately, prior to Submitting. **Locking prevents transactions affecting the pay compute to not be applied and other areas to not be updated, this includes:**
 - Addon, assignment, and FTE changes
 - Will not take effect until the next payroll.
 - Name change
 - Old name will be reflected on the pay warrant or direct deposit
 - Address change
 - Old address will be used on the pay warrant or direct deposit
 - Direct deposit
 - Old account number will be used
 - Tax withholding:
 - Old withholding will be applied

STEP 12**Provide authorization to issue payroll to the County*****Required to release payroll***

Upload the Pay 01 Payroll Summary report with a board approved authorized signature prior to payroll issuance on our website [here](#).

If you have any issues, please contact
Richard Weger at (805) 964-4710 ext. 5242

STEP 13**Pay History – view pay stubs**

After the County begins Payroll production, the day after organizations Submit their payrolls, view paystub and ACH-direct deposit information in Pay History

- **HR/Payroll – Payroll – Payroll History**
- In the Pay Date field, input the payroll issue date (such as 7/31/19) and select Go

STEP 14**Report Warehouse – Archive**

The archive contains a pre-determined set of reports for each payroll. Only users with permission can view or print the documents.

Pay 01 Payroll Summary	Pay 14 Payroll Audit
Pay 02 Payroll Detail	Pay 16 Vendor Summary
Pay 03 Payroll Detail with Grosses	Pay 17 Vendor Detail
Pay 07 Check Register	Pay 18 Vendor Check Summary
Pay 09 Labor Distribution Summary	Pay 19 Site Check Listing
Pay 10 Labor Distribution Detail	Pay 22 Payroll Errors

County office general overview timeline for production of a Regular (EOM-End of Month) payroll

- **4 days before payday – Begin payroll production for organizations (charters and districts)**
 - Manually verify that each organization is without errors so that processing may begin.
 - Generate and post journal entries for labor distribution.
 - Move monies into and out of district Payroll Transfer Fund 76.
 - Move monies into district Fund 67, for specific Health and Welfare transactions.
 - Transfer monies into SBAS trusts funds for taxes and retirement.
 - Post inter-organizational journal entries.
 - Post the “Payroll Sweep” to clear Payroll Transfer Fund 76.
 - Encumber current salaries and benefits and disencumber previous pay date transactions.
 - Generate paycheck data with YTD information.
 - Gather Email ACH PIN Options and Email Addresses for sending ACH-direct deposit messages to employees on payday.
 - Create vendor summary.
 - Create CalPERS and CalSTRS retirement reporting files.
 - Grant seniority, sick leave and vacation only for extra hours.
 - Create Pay History – district can view pay stubs (warrants and direct deposits) on the system.
 - Create files for direct deposits.
 - Create files for garnishments.
 - Generate files for warrant reconciliations and cash transactions to move monies between funds for Auditor/Treasurer.
 - Print warrants for employees, Credential Holds, and vendors.
 - Print ACH-direct deposit forms.

- **2 days before payday**
 - No less than two days before payday, transmit ACH-direct deposit data to ensure deposit into employee accounts on payday.

- **1-2 days before payday**
 - Close/Lock the Pay Date - Closing also Locks the payroll for the given issue date. After performing this function, a Roll Back to reverse transactions cannot take place.
 - Post employee pay check data to Portal.
 - This data only displays after Close/Lock step is complete.
 - Submit payroll taxes and associated documents to move cash and fund payment.

- **Payday – Regular (end of month) payroll only – 4 a.m.**
 - At 4 a.m., begin sending ACH-direct deposit information to employees by email. This occurs only with the Regular payroll and only for those charters and districts that have activated this feature and only for employees on direct deposit.