

## Sort Method for Payroll Warrants and Direct Deposit-ACH forms

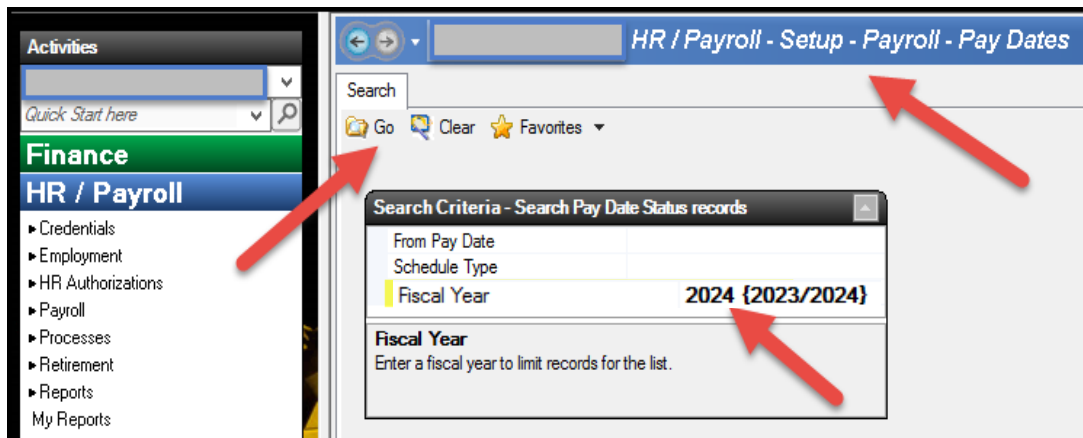
*Each June, make it a best practice to establish sort methods for printed warrants and direct deposit (ACH) forms for the new fiscal year. Complete this task in advance by opening each payroll issue date and making a selection. Changes to a selected method can take place later during the year, if needed.*

- Toward the end of the fiscal year and after Rolling Assignments, proactively complete the annual task of selecting sort methods for warrants and direct deposit-ACH forms for each payroll issue date in the new fiscal year.
- The sort method for each issue date applies to both warrants and direct deposit (ACH) advices.
- Complete the update to sorting methods no later than the last working day in June.
- **Important** → **Sorting methods do not carry over to the new fiscal year and require manual resetting.**
- **Important** → **If a sort method is not selected for a payroll issue date, the system will default to printing warrants and advice/direct deposit forms in alphabetical order (certificated and classified intermingled).**

See instructions and screen examples below to complete the task.

### STEP 1

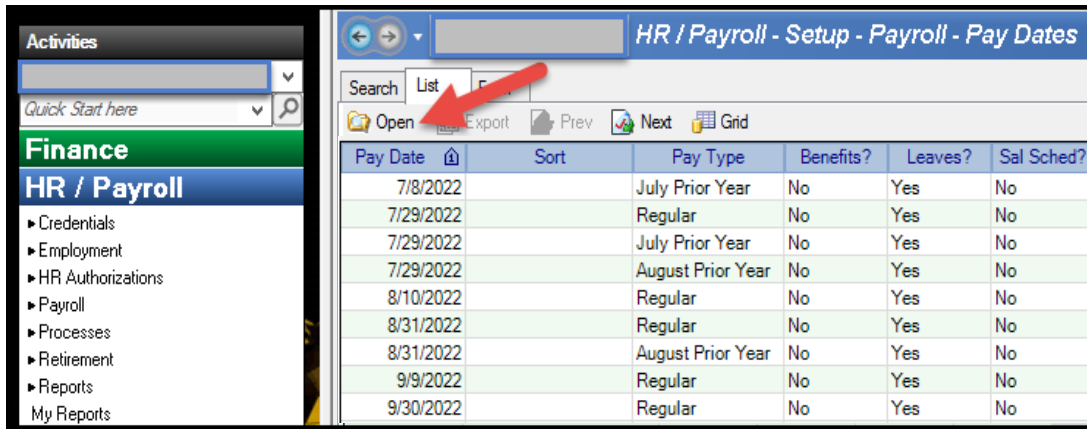
- Go to **HR/Payroll – Setup – Payroll – Pay Dates**
- In the **Fiscal Year** field, use the drop-down arrow to select the new fiscal date range – **2024 (2023/2024)**
- Press **Go**; see screen example below.



The screenshot displays the 'HR / Payroll - Setup - Payroll - Pay Dates' interface. On the left, a sidebar lists navigation options under 'Finance' and 'HR / Payroll'. The main content area features a search bar with a 'Go' button and a 'Search Criteria - Search Pay Date Status records' form. The 'Fiscal Year' field in the search criteria is set to '2024 {2023/2024}', and the 'Go' button is highlighted with a red arrow.

## STEP 2

- Highlight the payroll issue date and select **Open** as shown below



## STEP 3

- Go to the **Check/Advice Sort Method** field and click on the drop-down arrow
- From the drop-down box, choose a method to sort by:
  - Name
  - Person Type, Name
  - Person Type, Site, Name
  - Site, Name
  - Zip, Name
- After choosing a method, the **Close** button will change to **Save/Close**
- Select **Save/Close**
- Repeat Steps 1-3 for each payroll issue date

