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# **USPS-R User Manual**

This document explains how to use the USPS-R application.

The user manual is organized by the menus in USPS-R and then alphabetically by program. It contains details and steps for executing the programs in the USPS-R package.

iome ( elcome t	Core  Very Payroll  Very Processing  Very Reports  Very Important  Very Import	port -> Admin -> Utilities ->	TAYLOR, ELIZABETH S · V Help V Logout
ort Lin	ks		
Shov	Only Favorites		
	Report Name	Username	
*	SSDT Audit Trail	SSDT	

Core menu contains the central pieces of USPS-R. Adding and modifying Employee and Employer data.

Payroll menu contains the Initial start up of the Payroll Run (INICAL) and the entering of Payroll Payments - Current (UPDCAL-CUR and Future (UPDCAL-FUT).

Processing menu contains the Process of Outstanding Payables (PAYDED).

Utilities menu contains information on the user currently logged in.

Admin menu contains programs that control how processing is defined and done on the system and other options that only an administrator would access

The Report module allows the user to generate a report from either a listing of predefined reports or create a custom report using the "detail" option

USAS Integration controls if and how the software is connected to the USAS-R system.

Menu	u options may look different for each user as they will only see the options available to them based up on their use
accou	unt's Role/Permissions.

# **Employee Dashboard**

- Positions:
- Leaves:
- Pay Distributions:
- Payments:
- Attendance:
- Payroll Items:
- Payroll Accounts
- Employee Picture and Demographics:
- Employee Dashboard Video

The functionality of the Employee Dashboard is used to access information regarding a specific employee.

To locate an employee using the Employee Dashboard type in either a partial identification number for the employee or a few alpha characters of the employee's first or last name in the search box.



When entering in either a partial ID number or a few characters of the employee's first or last name a list of employees matching that criteria will appear. From here you can then select the employee you are searching for from the drop down box



You will then see multiple screens of information pertaining to this employee:



# **Positions:**

d the change will be saved.

The Positions area will list all of the employee's positions records.

<b>+</b> C	reate					Include (	Concealed	Q 🖩 More 🖸 Reset
			Employee #	Last Name	First Name	Position	Position Description	Job Status
۲	0	0	333333333	BULLOCK	SANDRA	1	BUS DRIVER	Active

Ø

If a change is needed on a specific position, you can click the edit option

on that specific position record. This will take you to the Edit

Position X record where the change can be made. When the change has been made you will then click on the Save button



Edit Positon 1					+ ×
✓ Save Ø Cancel					
Position Number	Position	Job Status	Appointment Type	Assignment Area	Building Code
1	Description	Active 💌	Classified 💌		003-003 🗸
	BUS DRIVER				
Building IRN	Contract Amount	Contract Work Days	Department Code	Eligible For Comp	Seligible For Person Leave
047589	0.00	0.00	105-105 🗸 🗸		
Seligible For Sick Leave	Eligible For	Experience Current	Extended Service	Fte	Full Time Equivalence
0	Vačation			1.00000	0.00
Funding Source Code1	Funding Source	Funding Source Code3	High Grade	High Quality Professional	Hire Date
	Code2		**	Development	10/10/02
L				*	10/10/02
Hours In The Day	Low Grade	Paraprofessional	Paraprofessional Hire	Percent1	Percent2
0.00	**	*	Date	100.00	
Percent3	Position Code	Start Date	Stop Date	Position Status	Position Type
	704				R
Raise Date	Reportable to	Retirement Code	Separation Date	Separation Reason	Special Education Full Time
	EMIS	SERS 💌	<b>#</b>	*	0.00
State Departing Appointment Type	Sub Appointment	Termination Date			0.00
	Туре	10mmation Date			
2					
Standard Payroll					
Payroll Code 1	Payroll Code 2	Payroll Code 3	Payroll Code 4	Payroll Date 1	Payroll Date 2
1	2	3	4	1/1/11	<b>#</b>

## Leaves:

If this employee qualifies for leave the Leave Balances area will list the leave Type, Balance, Date Last Accrued and Leave Units Accum Last Pay.

+ C	reate						Include Conce	aled	Q More	S Reset
			Number	Last Name	First Name	Туре	Accum Per Month	Leave Unit	Max Leave Amount	Reset Value
۲	6	0	33333333	BULLOCK	SANDRA	SICK	1.250	Daily	212.000	
۲	Ø	0	333333333	BULLOCK	SANDRA	PERSONAL	0.000	Daily	3.000	3
۲	6	0	333333333	BULLOCK	SANDRA	VACATION	0.000	Daily	0.000	(

Ø

If a change is needed to a specific leave record you can click the edit option

on that specific record. This will take you to an Edit Leave

and

Balances record where the change can be made. When the change has been made you will then click on the Save button the change will be saved.

Employee *							
BULLOCK, SANDRA S - 33	3333333	~					
Sick			Personal			Vacation	
Туре	SICK	]	Туре	PERSONAL	]	Туре	VACATION
Accum Per Month		1.250	Accum Per Month		0.000	Accum Per Month	0.00
Leave Unit	Daily 🔽		Leave Unit	Daily 🔽		Leave Unit	Daily 🔽
Max Leave Amount		212.000	Max Leave Amount		3.000	Max Leave Amount	0.00
Reset Value			Reset Value		3.000	Reset Value	0.00
Balance	3.75		Balance	2.50		Balance	0.00
	Accumulate Bas	ed On Hou	Date Last Accrued	<b>#</b>	]	Date Last Accrued	<b>#</b>
Advanced Units Used		0.000	Leave 100 Percent Accrue		0.000	Leave 100 Percent Accrue	0.00
Current Service Hours		0.00	Leave Adjustment		0.000	Leave Adjustment	0.00
Date Last Accrued		]	Leave Units Accum Last Pay		0.000	Leave Units Accum Last Pay	0.00
Leave 100 Percent Accrue		0.000	Pending Leave Adjust		0.000	Pending Leave Adjust	0.00
Leave Adjustment		0.000	Personal Leave Accum			Units Work Full Accum	0.0
Leave Units Accum Last Pay		0.000	Units Work Full Accum		0.00	User Defined Leave Acc	
Max Advance Leave		0.000	User Defined Leave Acc		1		
Pending Leave Adjust		0.000			1		
Service Hours Accumulator		0.000					
Units Work Full Accum		0.00					

# **Pay Distributions:**

The pay distributions section will list the Type, Code, Percent or Fixed, Rate and Priority of each pay distribution for the employee.

<b>+</b> C	reate							Q	I More	D Reset
			First Name		Last Name		Number			
-		0	SANDRA		BUILLOCK		333333333			
a cł	nange	e is ne	eeded to a specifi	c pay distribution you can	click the edit opt	ion I that specif	ic record. T	his will tak	e you to ar	Edit Pa
istril d the	oution e char	n reco nge v	ord where the cha vill be saved.	nge can be made. When ti	ne change has b	een made you will then clicl	k on the Sa	ve button	✓ Sa	ve
Pay Dis	tribution: Save	s Ø Cano	cel							-
A	bbreviatio	on	_	Account Number		Code		Start Date		
L		/3		333444555 Direct Decesit Turce		701		Deizerit:		
	10p Date	6	]	Automated Deposit (Demand Credi	it Records)	Percent V		Phonty		
F	ate	05	100.00	Type DIRDEP						
	code 1			Code 2		Date		Money 1 0.00	0	
	101109 2	0.00								

# Payments:

The payments are the list of all check history pertaining to an employee. You are able to view each payroll check in detail.

Click on check you wish to view:

ayments					
				٩	I More D Reset
Payment Number	Pay Date	Employee Number	Last Name	First Name	
1000005	11/11/2016	44444444	KRAMER	KOSMO	
501685	04/30/2004	4444444	KRAMER	KOSMO	
501681	04/15/2004	44444444	KRAMER	KOSMO	
501661	02/21/2003	4444444	KRAMER	KOSMO	
501629	03/15/2002	4444444	KRAMER	KOSMO	
501616	10/26/2001	44444444	KRAMER	KOSMO	
501603	10/12/2001	4444444	KRAMER	KOSMO	
501590	09/28/2001	4444444	KRAMER	KOSMO	
501576	09/14/2001	4444444	KRAMER	KOSMO	

#### This will then open a window detailing the employee's payroll check or Direct Deposit:

		Q	■ More D Reset							
Payment Number	Pay Date	Employee Number	Last Name	Number	Pay Date	First Name		Last Name	Earned Income	Credit
				1000005	22	KOSMO		KRAMER		
1000005	11/11/2016	4444444	KRAMER		11/11/16					
501685	04/30/2004	44444444	KRAMER	Employee Number	Gross	Net		Odjfs Applicable Gross	Odjfs Gross	
501681	04/15/2004	44444444	KRAMER	4444444	1,659.04		1,110.82	1,659.04	1	1,659.0
501661	02/21/2003	44444444	KRAMER	Personal Accum Since Last	Personal Adjustment	Personal Balance		Sick Accum Since Last Pay	Sick Adjustment	
501629	03/15/2002	4444444	KRAMER	Pay	0.00		3.00	0.00	)	0.0
501616	10/26/2001	44444444	KRAMER	0.00						
501603	10/12/2001	4444444	KRAMER	Sick Balance	Vacation Accum Since Last Pay	Vacation Adjustmen	ıt	Vacation Balance	Voided	
501590	09/28/2001	4444444	KRAMER	16.25	0.00		0.00	0.00	)	
501576	09/14/2001	4444444	KRAMER		0.00					
				Payment Transactions						
				Number	Transaction Type	Transaction Date	Amount	Status F	Reconciled Date	Voided Date
				1000005	DirectDeposit		1 110 82			

Number	Pay Date	First Name		Last Name	Earned Income	Credit
1000005	11/11/16	KOSMO		KRAMER		
Employee Number	Gross	Net		Odjfs Applicable Gross	Odjfs Gross	
44444444	1,659.04		1,110.82	1,659	.04	1,659.04
Personal Accum Since Last	Personal Adjustment	Personal Balance		Sick Accum Since Last Pay	Sick Adjustmer	nt
Pay	0.00		3.00	0	.00	0.00
0.00						
Sick Balance	Vacation Accum Since Last	Vacation Adjustme	ent	Vacation Balance	Voided	
16.25	0.00		0.00	0	.00	
Payment Transactions						
Number	Transaction Type	Transaction Date	Amount	Status	Reconciled Date	Voided Date $\equiv$

Positions P	aid		
Position Nur	mber	Position Description	Gross
1		SCIENCE TEACHER	1,659.04
Units	Rate	Description	Amount
Units 0.00	Rate 1,659.040	Description Accrued Wages - TEACH	Amount 1,659.04
Units 0.00 ay Accour	Rate 1,659.040	Description Accrued Wages - TEACH	Amount 1,659.04 Amount Charged
Units 0.00 ay Accourt Expenditure 200-4141-	Rate 1,659.040 hts Charged Account -891-9710-000000-005-1	Description Accrued Wages - TEACH 00-000	Amount 1,659.04 Amount Charged 1,659.04

Туре	Code 🔺	Description	Applicable Gross	Amount	Employer Amount	Additional Withheld	Error Adj	Emplr Error Adj
Federal Tax	001		1,504.75	228.84	0.00	0.00	0.00	0.0
Ohio State Tax	002		1,504.75	74.31	0.00	20.00	0.00	0.0
City Tax	003		1,659.04	16.59	0.00	0.00	0.00	0.0
City Tax	004		1,659.04	8.30	0.00	0.00	0.00	0.0
STRS	450		0.00	0.00	232.27	0.00	0.00	0.0
STRS Annuity	591		0.00	154.29	0.00	0.00	0.00	0.0
Regular	603		0.00	26.00	217.50	0.00	0.00	0.0

# **Attendance:**

The Attendance area will list all attendance and absence information pertaining to an employee. Employees that may have an attendance record for employees that may be on a default calendar and have no work days defined such as substitutes or regular employees that work additional days beyond their scheduled calendar work days.

ndance	B													
<b>+</b> c	reate	(+M	lass Add							🗹 Inclui	le Concealed		Q = M	ore 🛛 🕽 Reset
			Activity Date	Employee #	Last Name	First Name	Position #	Туре	Category	Sub Category	Length	Unit	Appointment Type	Pay Date
۲	Ø	0	09/20/2007	333333333	BULLOCK	SANDRA	1	Absence	Sick		1.000	Daily	Classified	
۲	C	0	04/20/2004	333333333	BULLOCK	SANDRA	1	Absence	Sick		0.500	Daily		04/30/2004
۲	C	0	04/01/2004	333333333	BULLOCK	SANDRA	1	Absence	Sick	AH	0.250	Daily	Classified	04/30/2004
۲	8	0	04/01/2004	333333333	BULLOCK	SANDRA	1	Absence	Sick	AH	0.250	Daily	Classified	04/30/2004
۲	8	0	04/01/2004	333333333	BULLOCK	SANDRA	1	Absence	Sick	AH	0.250	Daily	Classified	04/30/2004
۲	ß	0	04/01/2003	333333333	BULLOCK	SANDRA	1	Absence	Sick		1.000	Daily		04/15/2004
۲	ß	0	02/09/2003	333333333	BULLOCK	SANDRA	1	Absence	Personal		0.500	Daily		04/25/2003
۲	8	0	03/21/2002	333333333	BULLOCK	SANDRA	1	Absence	Sick		1.000	Daily		03/31/2002

8

If a change is needed on a specific attendance or absence record you can click the edit option \_\_\_\_\_\_on that specific record. This w to an Edit Attendance record where the change can be made. When the change has been made you will then click on the Save button on that specific record. This will take you



Save

and the change will be saved.

Save O Cano	No Posting To I	Payroll 🔻		
Employee: BULLC	DCK, SANDRA S	Number:	33333333	
Compensation				
Position: 1, Desc	: BUS DRIVER (Comp:	Legacy, BUS DR)		~
Activity Date	Туре	Category	Sub Category	Length
Activity Date	Type Absence <b>v</b>	Category Personal <b>v</b>	Sub Category	Length 0.500
Activity Date 2/9/03 Unit	Type Absence <b>v</b> Appointment Type	Category Personal <b>v</b> Pay Date	Sub Category	Length
Activity Date 2/9/03 Unit Daily	Type Absence ▼ Appointment Type	Category Personal ▼ Pay Date ∰ 4/25/03	Sub Category	Length 0.500 Usas Posting Indicator
Activity Date 2/9/03 Unit Daily	Type Absence ▼ Appointment Type	Category Personal V Pay Date 4/25/03	Sub Category	Length 0.500 Usas Posting Indicator
Activity Date 2/9/03 Unit Daily Benefit Adjustmen	Type Absence V Appointment Type	Category Personal V Pay Date 2/25/03	Sub Category	Length 0.500 Usas Posting Indicator

# **Payroll Items:**

The Payroll Items area will list all payroll item information pertaining to an employee.

<b>+</b> C	reate						Include Cor	cealed	Q 🖩 More 🕽 Reset
			Number	Last Name	First Name	Position Number	Code	Туре	Name
۲	6	0	33333333	BULLOCK	SANDRA		002	Ohiostatetax	TREASURER OF STATE OF C
۲	6	0	33333333	BULLOCK	SANDRA		004	Citytax	CITY OF STARS INC TAX
۲	6	0	33333333	BULLOCK	SANDRA		400	Sers	SCHOOL EMPLOYEES RETIR
۲	6	0	33333333	BULLOCK	SANDRA		590	Sersannuity	SCHOOL EMPLOYEES RETR
۲	6	0	33333333	BULLOCK	SANDRA		001	Federaltax	MID AM

Ø

If a change is needed to a specific payroll item you can click the edit option

on that specific record. This will take you to an Edit Payroll

Save

and

Item XXX record where the change can be made. When the change has been made you will then click on the Save button the change will be saved.

Edi	t Payroll Item 004									+ >
	Save OCancel									
	Туре	Rate Type		Rate		Pay Cycle		Additional With Holding	Deduction Type	
	City Tax	Percent	-		0.5000	Every pay of the month (even the	hird pay) 🔻	0.	00	
	Percent Of Gross	Start Date		Stop Date						
	Standard CF			·						
	Date	Code 1	1	Code 2		Money 1		Money 2	Text	
						0.00		0.00		

# **Payroll Accounts**

Contains pay account records for each Position that is entered in Core/Position/Compensation. When a payroll is processed the accounts entered in Payroll Accounts are used to complete the USAS charging of the payroll.

Home Core - Payroll - Processing -	Reports v System v Utilities v		TAYLOR, E	LIZABETH S - 👽 Help 🗸 Logout	
ELIZABETH TAYLOR ~ 200 Night SI Wayter, OH, 44332 Davidence	Personal Leave: 0 Sick Leave: 0 Vacation Leave: 0				
1 USILIOTIS					
Leaves					
Pay Distributions					
Payments					
Attendance					
Payroll Items					
Payroll Accounts	Payroll Accounts				
	+ Create		✓ Include Cond	cealed	Q More D Reset
	Number	Last Name Firs	st Name	Position Number Position Description	
	<ul> <li>232323232</li> </ul>	TAYLOR EL	LIZABETH	1 PROM DIRECTO	R

# **Employee Picture and Demographics:**

The dashboard will allow for the uploading of a file containing employee photographs. The employee address information will also be included in the photo area on the dashboard:



# **Employee Dashboard Video**

# Core

Core menu contains the central pieces of USPS-R. Adding and modifying Employee and Employer data.

# **ACH Destination**

<ul> <li>Mass Change</li> </ul>	÷
---------------------------------	---

- Highlight Viewer
- Create ACH Destination
- Edit ACH Destination
- Delete ACH Destination

#### Mass Change

To add the Mass Change option, please click on the Mass Change documentation link to find the How to Steps: Mass Change

ACH Destination		
+ Create G Mass Change		Q Bore D Reset
Routing Number	Description	

An ACH Destination record needs to be added first for a new bank before a Pay Distribution can be added for an Employee.

The ACH Destination screen is used to add Banking Institution routing numbers. Once added, a Pay Distribution can then be added for the employee. You can either enter in the Routing Number or a few characters in the Description grid heading and all occurrences of that search will

show up and then you can choose the item(s) you are wanting to view or edit. You can then click on the MCH

Destination record you are searching for to view the data relating to this ACH Destination record or click on the Lorent to edit the record or



to delete the record.

+ 0	reate	)		Q III More D Reset
			Routing Number	Description
۲	8	0	041207341	
۲	8	0	044172282	INST DESC

## **Highlight Viewer**

To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:

+ c	reate				Q	More 🖸 Reset		×
			Routing Number	Description			Routing Number	044172282
							Description	INST DESC
۲	ľ	0	044172282	INST DESC				
۲	ß	0	041207341					

#### **Create ACH Destination**

1. Click on **+ Create** to add a new Routing Number:

✓ Save	Cancel	Save As Templat
Routing Num	iber	
Description		

- Enter in the Routing Number and Description
   Click on 'Save' to save new Routing Number or 'Cancel' to exist and return to the Query.

#### **Edit ACH Destination**

An ACH Destination that have been previously posted to the system may be modified.

1. Query for desired Routing Number or Description

2.	Click on	Ø	to open up a win	dow with the empl	oyee's inf	ormation
3.	Once op	en, c	lick on 🗷 to op	en the desired ACI	H Destina	tion to be edited
		Acl	n Destination		+ ×	
			✓ Save 🦉	) Cancel		
			Routing Number	041207341		
	1.		Costipion			

4. Click on Save to accept the changes, click on Cancel to not save the changes and return to the ACH Destination grid.

#### **Delete ACH Destination**

The Delete function may be used to delete an ACH Destination.

1. Query for desired ACH Destination.

2. Click on	the in the query results	
	Confirm	×
	Are you sure you want to delete?	
1	Cancel De	lete
3. Click on	Delete to Delete selected ACH Destina	tion or Cancel to return to the ACH Destination Query.

# **ACH Source**

Mass Change     Creating an ACH Source record     ACH Header Record Information	
<ul> <li>Batch and Detail Record Information</li> <li>Direct Deposit Clearing</li> <li>Payroll Debit Clearance</li> </ul>	
ACH Source Video	

#### Mass Change

To add the Mass Change option, please click on the Mass Change documentation link to find the How to Steps: Mass Change

+ 0	reate	C C N	Aass Change				C	2	III More	<b>יט</b> R
			Transfer Type	ACH Transfer Code	Originator Name	Originator Type		Destination Name		
۲	2	0	Pavroll ACH Transfer Data	001	constantly	who		constantly		

The purpose of this program is to create informational records for the school districts who choose to use direct deposit. These records are used to create a tape which will be sent either to a local bank or directly to a Federal Reserve Bank. The bank will use the information as a means of verifying which employee's account is to be credited. It is critical that the bank for each district be contacted to obtain the necessary information for processing direct deposit.

The **ACH Source** option is used to enter all banking institution information in order for the direct deposit transmission process to be completed. This is a system manager only program

A	an source								
	<b>+</b> C	reate						Q I More D Reset	
				Transfer Type	Ach Transfer Code	Originator Name	Originator Type	Destination Name	
	۲	8	0	Healthsavingsaccountach					

## **Creating an ACH Source record**

From here, you can +Create either a Payroll ACH or a Health Savings Account ACH Transfer from the Transfer Type option. Once all data is entered, select Save to accept or Cancel to not create the ACH Source.

 	-				
 - 1-		-	-	-	
 <i>C</i> -1	~				
					c
 	~	-		~	

Transfer Type	ACH Transfer Code	
Payroll ACH Transfer Data	001	
ACH Header Record Information		
Originator Name	Originator Routing Number	Originator Type
constantly	6012640	
Destination Name	Destination Routing Number	Destination Id Modifier
Northeast State	4950788	A
Batch and Detail Record Information		
Organization Name	Organization Id Designator	Organization Id Number
Baden Travel	1 - IRS Employer Identification Number (EIN)	13559900
Originating DFI	Originator Status	Entry Description
66552437	1 - Depository Financial Institution, bound by ACH rules 🔻	discovered
Trace Routing Number	Number Of Batches	
88800186		
Direct Deposit Clearing		
Credit Account Status	Debit Account Status	Account Number
No, DO NOT create a credit transaction 🔹	No, DO NOT create a debit transaction 🔻	9583632
ACH Number		
1747381		
Payroll Debit Clearance		
Status	Account Number	ACH Number
Yes, Create a live debit transaction	3073794	3770720

#### **Field Definitions**

- In the Transfer Type field select from the following:
  - Payroll ACH Transfer Data
  - Health Savings Account ACH transfer data
- In the ACH Transfer Code enter the three digit (including any leading zeroes) transfer ID to be used for the ACH transfer ID. The ACH transfer type along with the 3 digit transfer ID make up the total identifier (key) for this ACH transfer header record.

#### **ACH Header Record Information**

- In the ACH Header Record Information section, enter the **Originator Name**. This will be the local bank name if the tape is being sent directly to a federal reserve bank or the fiscal agent name if the tape will be processed by a local bank. The originator initiates entries into the Automated Clearing House Network though an originating financial institution. This may be a local bank, a district fiscal agent, etc. The institute with whom the transfer will occur can assist in what should be entered here.
- Enter the Originator Routing Number. For NACHA compliant tapes, this may be the ACH number of the processing bank. Some banks
  may require the fiscal agent or districts federal tax id in this field. Contact the bank for the correct value. This field will be used to make up
  the last 9 characters of the Immediate Origin on the ACH file header record.
- The **Originator Type** makes up the first character of the Immediate Origin on the ACH file header record. Banks adhering to the NACHA rules will require a space in this field. At the bank's discretion, they may require another value in this field. Refer to the processing bank for the proper code. In the Type field, enter the following:
  - Space
  - 1 • 9
- In the **Destination Name** field, enter the Federal Reserve Bank if the tape is sent directly to a federal reserve bank or the local bank's name if the tape will be processed by a local bank.
- The **Destination Routing Number** field makes up the last 9 characters of the Immediate Destination on the ACH file Header record. Enter the ACH number of the destination bank or the Federal Reserve Bank. Contact the processing bank for the correct value.
- The Destination ID Modifier is provided in the ACH file header record. It permits multiple files that are created on the same date and

+ ×

between the same participants to be distinguished. In the Destination ID Modifier field enter either A-Z or 0-9.

#### **Batch and Detail Record Information**

- In the Organization Name field enter the name of the district (up to 16 characters) that is transmitting the transactions. This field is used for identifying the source of the entry/transaction and also used as a description for the receiver. This is the Company Name on the ACH file batch header record. This will also appear as part of the information on the employee bank statements.
- The Organization ID Designator field offers the following options:
  - 1 IRS Employer Identification Number (EIN)
  - 3 Data Universal Numbering Systems (DUNS)
  - 9 User Assigned number
- In the Organization ID Number field, enter the district's ID number. The district's Federal tax ID (EIN) number is normally used as the District ID Number. The processing bank may require their own customer ID number. This field makes up the last 9 characters of the Company Identification on the ACH file batch header record.
- In the **Originating DFI** field, enter the first 8 digits of the routing number for the Depository Financial Institution (DFI) originating the entries. This field makes up the Originating DFI Identification on the ACH file batch header record.
- The **Originating Status** field offers the following options:
  - 0 ADV file prepared by an ACH operator.
  - 1 Identifies the Originator as a depository financial institution which has agreed to be bound by the ACH rules.
  - 2 Identifies the Originator as a Federal government entity or agency not subject to the ACH rules.

In most cases, the Originator status should equal 1. This field makes up the Originator Status Code on the ACH file batch header record (Position 41).

- In the Entry Description field enter a description (up to 10 characters) that will be used when displaying back to the Receiver. If this field
  is left blank, the default, PAYROLL, will be used. This field represents the Company Entry Description on the Batch header record.
- In the Trace Routing Number field enter the first 8 digits of the routing number of the Originating DFI. In some cases the processing bank may require a different routing number be used on the detail PPD entries than what is used on the Batch header record. This routing number may not be the same as the routing number entered for the Originating DFI. The district trace routing number makes up the first 8 characters of the Trace Number on the ACH file PPD Entry Detail Record.
- In the **Number of batches** field enter the type of file to be generated for ACH submission:
  - S Single batch file
  - M Multiple batch file
    - Receiving banks have different requirements pertaining to the number of batches that may be in the ACH file they receive. Some banks require what they refer to as a Balanced File. This type of file contains mixed debit and credit entries in a single batch. The multiple batch file will place all credit entries into a batch and all debit entries into a batch (resulting in 2 batches) within the ACH file. ITC should contact receiving bank to determine whether they expect a single batch file or a multiple batch file.

The Direct Deposit Clearing fields are generally used only when a district has a third party originate their ACH transfer and the third party requires the district have a clearing account at their financial institution

#### **Direct Deposit Clearing**

- In the Credit Account Status field, enter one of the following:
  - Yes, create a live credit transaction.
  - Yes, create a pre-note credit transaction.
  - No, DO NOT create a credit transaction.
- In the Debit Account Status field, enter one of the following:
  - Yes, create a live debit transaction.
  - Yes, create a pre-note debit transaction.
  - No, DO NOT create a debit transaction.
- In the Account Number field, enter the account number for the direct deposit clearing account.
- In the ACH Number field, enter the routing number for the bank where the direct deposit clearing account resides.

In the Payroll Clearance Information, enter payroll debit and direct depository clearing information. Some financial institutions request no district debit information be entered. The financial institution should be contacted to determine if the data for the next three fields is needed.

#### **Payroll Debit Clearance**

- In the Status field, choose from the following:
  - Yes, create a live debit transaction
  - Yes, create a pre-note debit transaction

- No, DO NOT create a debit transaction.
- In the Account Number field enter the district's account number with the banking institution that is to be debited.
- In the ACH Number field, enter the routing number for the bank at which the payroll clearance account is located.

#### **ACH Source Video**

## **Adjustments**

#### Mass Change

To add the Mass Change option, please click on the Mass Change documentation link to find the How to Steps: Mass Change

Hore D F	Q	aled	Include Cond					Mass Change	Create 🛛 🕼
item Type	Payrol	Description	Amount	Transaction Date	Adjustment Type	First Name	Last Name	Employee #	
tann rype	1 ayıcı	Cleacinputon	Sinoun		Coloniani (1)ba		Cast Harris	Employee	

The Adjustments option allows you to Create, delete, and/or modify employees Payroll Items.

#### **Search/View Adjustments**

The Adjustments Grid allows the user to search for existing payroll items for an employee. You can either enter in the Number or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you are wanting to view or edit. Example - First Name is one of my grid options. If I type in %San (% is use as a wildcard) in the First name field, all occurrences of anyone

with San in the first name will appear. You can then click on the 💌 next to the Payroll Item record you are searching for to view the data

associated with the payroll item or click on the

+ Ci	eate							Include Concealed	Q I More D Reset
			Employee #	Last Name	First Name	Adjustment Type	Transaction Date	Amount	Description
۲	3	0	888888989	CHILDS	JULIA	Taxablegross		2230.76	Imported by Classic USPS, YTD adjustment
۲	6	0	555555554	CONNERY	SEAN	Taxablebenefits		0.00	Imported by Classic USPS
۲	8	0	555555554	CONNERY	SEAN	Boardamount		1109.12	Imported by Classic USPS, QTD adjustment
۲	6	0	88888889	BROCKOVICH	ERIN	Amountwithheld		223.77	Imported by Classic USPS, QTD adjustment
۲	6	0	44444444	KRAMER	KOSMO	Taxablebenefits		0.00	Imported by Classic USPS
۲	6	0	656565656	EDWARDS	ANTHONY	Totalgross		3423.08	Imported by Classic USPS, YTD adjustment
۲	6	0	232323232	TAYLOR	ELIZABETH	Odjfsgross		730.00	Imported by Classic USPS, QTD adjustment
۲	8	0	77777778	GLOW	MOP	Taxablegross		2049.77	Imported by Classic USPS, YTD adjustment
۲	6	8	979797979	CLOSE	GLENN	Totalgross		16207.50	Imported by Classic USPS, FTD adjustment
۲	6	0	555555555	BUNNY	BUGS	Amountwithheld		0.10	Imported by Classic USPS, QTD adjustment
۲	6	0	979797979	CLOSE	GLENN	Amountwithheld		1004.88	Imported by Classic USPS, QTD adjustment
۲	6	0	656565656	EDWARDS	ANTHONY	Amountwithheld		392.86	Imported by Classic USPS, YTD adjustment
۲	6	0	88888889	BROCKOVICH	ERIN	Amountwithheld		265.73	Imported by Classic USPS, YTD adjustment
۲	6	8	88888889	BROCKOVICH	ERIN	Odjfsgross		2952.60	Imported by Classic USPS, YTD adjustment
۲	6	8	33333333	BULLOCK	SANDRA	Totalgross		752.62	Imported by Classic USPS, YTD adjustment
۲	6	8	66666666	MOORE	DEMI	Applicableannuities		28.65	Imported by Classic USPS - STRS Annuity: STATE TEA
			1	00000000		-			

## **Highlight Viewer**

To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:

#### **Create an Adjustment**

- 1. From the Core Menu select Adjustments
- 2. Click on Create
- 3. Select Employee and the Payroll Item to adjust by clicking on the arrow
- 4. Select the Payroll Item Type by clicking on the arrow
  - Health Insurance
  - Moving Expense
  - Taxable Benefits
  - Fringe Benefits
  - Life Insurance
  - Adoption Assistance
  - Dependent Care
  - Third Party pay
  - Vehicle Lease
  - Total Gross
  - Taxable Gross
  - Amount Withheld
  - Applicable Annuities
  - · Board's Amount of payroll item
  - Earned Income Credit Amount
  - Additional Withholding Amount
  - · Portion of FTD Board Amount that was earned as a rehired retiree
  - Portion of FTD Board Amount that was withheld as a rehired retiree
  - · Portion of FTD Gross that was earned as a rehired retiree
  - ODJFS Total Gross
  - ODJFS Weeks
  - SERS Retirement Days
  - SERS Retirement Hours
  - STRS Retirement Days
  - STRS Retirement Hours
  - EMIS Attendance
  - EMIS Absence

5. Enter a Transaction Date, Amount and Description. The Transaction Date has to be within an open posting period or an error will occur:

6. Click on Save to post the A	djustment to the system, click	on Cancel to not	post the Adjustment and ret	urn to
ment Journal				
Save O Cancel				
Employee Boyer, Bobby Elaine - ANON102				
Payroll Item				
Type: Federal Tax, Code: 001				~
Туре	Transaction Date	Amount	Description	
Fringe Benefits	▼ 5/12/17		50.00 jacket	

# **Edit Employees Adjustment**

Ø Error - Unable to create/update/delete Adjustment Journal, posting period is not open.

Only fields that are allowed to be edited will be displayed.

- 1. Search desired Employee on grid
- Click on C to edit the Employees Payroll Item
   Make desired changes
- 4. Click on the Adjustments grid to save desired changes to the Employees payroll Items, click on Cancel to not post changes and return to

## **Delete Employees Adjustment**

- 1. Search desired Employee on grid to delete
- 2. Click on to delete the Employee Adjustment

	Delete		
<ol><li>Click on</li></ol>		to confirm deletion or Cancel to not delete Ad	ustment

Confirm >	<
Are you sure you want to delete?	
Cancel Delete	

## Attendance

<ul> <li>Search Attendance Option</li> <li>Highlight Viewer</li> <li>Create an Attendance Entry</li> <li>Edit Attendance Option</li> <li>Delete Attendance Entries</li> <li>Mass Add Option</li> <li>Attendance Video</li> </ul>				
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#### Mass Change

To add the Mass Change option, please click on the Mass Change documentation link to find the How to Steps: Mass Change

+ Create	+ Mi	ass Add	C Mass Change							Include Concealed		Q 🖽 Mo	re 🗍 🕽 Rese
		Activity Da	te	Employee #	Last Name	First Name	Position #	Type	Category	Sub Category	Length	Unit	Appoi

The Attendance module is used to track and update employee attendance and absence data. This program is the basis from which leave charges are projected across the USAS accounts. Accrual's will be tracked under the CORE/LEAVES/ACCUMULATIONS option. Adjustments are available under the CORE/ADJUSTMENTS option.

The Attendance Mass Add option is used to add consecutive days of attendance or absences in a single transaction.

The Attendance Mass Change option is available for most of the Core option selections. This option will only be available if the Mass Change

Service Module is set up. The Mass Change button will appear next to the '+Mass Add ' option when the mass change module is active. The user has update access to the entity in question and also has the ADMIN\_MASSCHANGE permission. Please refer to the Mass Change chapter.

## **Search Attendance Option**

The Attendance Grid allows the user to search for existing employees. You can either enter in the Number or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you are wanting to view or edit. Example - First Name is one of my grid options. If I type in %San (% is use as a wildcard) in the First name field, all occurrences of anyone with San in the first

name will appear. You can then click on the local next to the Attendance record you are searching for to view the data relating to this employee or click on the local to edit the record or local to delete the record.

+ Cr	eate	<b>+</b> M	lass Add 🕺 🕼 Mass C	hange						Incl	ude Concealed		Q III More	D Rese
			Activity Date	Employee #	Last Name	First Name	Position #	Туре	Category	Sub Category	Length	Unit	Appointment Type	Pay D
_			44/00/0040		DDoorroutou	50.01					4.000	Dalla		
۲	8	0	11/30/2016	88888889	BROCKOVICH	ERIN	1	Attendance	Attendance		1.000	Dally		
۲	ľ	0	11/30/2016	555555555	BUNNY	BUGS	1	Attendance	Attendance		1.000	Daily		
۲	2	Θ	11/28/2016	88888889	BROCKOVICH	ERIN	1	Attendance	Attendance		1.000	Daily		
۲	3	0	11/28/2016	555555555	BUNNY	BUGS	1	Attendance	Attendance		1.000	Daily		
۲	8	0	11/27/2016	555555555	BUNNY	BUGS	1	Attendance	Attendance		1.000	Daily		
۲	3	0	11/27/2016	88888889	BROCKOVICH	ERIN	1	Attendance	Attendance		1.000	Daily		
۲	2	0	11/26/2016	88888889	BROCKOVICH	ERIN	1	Attendance	Attendance		1.000	Daily		
۲	8	0	11/26/2016	555555555	BUNNY	BUGS	1	Attendance	Attendance		1.000	Daily		
۲	I	0	11/25/2016	555555555	BUNNY	BUGS	1	Attendance	Attendance		1.000	Daily		
۲	8	0	11/15/2016	333333333	BULLOCK	SANDRA	1	Absence	Sick		1.000	Daily	Classified	
۲	3	0	11/14/2016	333333333	BULLOCK	SANDRA	1	Absence	Sick		1.000	Daily	Classified	
۲	Z	0	11/12/2016	555555554	CONNERY	SEAN	1	Attendance	Attendance		1.000	Daily	Certificated	
۲	8	0	11/11/2016	232323232	TAYLOR	ELIZABETH	1	Absence	Sick		1.000	Daily	Classified	
۲	I	0	09/30/2016	555555555	BUNNY	BUGS	1	Attendance	Attendance		1.000	Daily		
۲	2	o	09/13/2016	55555555	BUNNY	BUGS	1	Attendance	Attendance		1.000	Daily		
۲	8	0	09/12/2016	555555555	BUNNY	BUGS	1	Attendance	Attendance		1.000	Daily		
۲	8	0	09/11/2016	55555555	BUNNY	BUGS	1	Attendance	Attendance		1.000	Daily		

#### **Highlight Viewer**

#### To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:

		_						uda Canacalad				×
+ C	reate	+ M	ass Add					ude Concealed	Q 🖽 More	" Reset		
			Activity Date	Employee #	Last Name	First Name	Position #	Туре	Category	Sub Ca	Activity Date	9/12/08
											Туре	Absence v
۲	Ø	0	08/26/2010	979797979	CLOSE	GLENN	1	Attendance	Attendance			Absence
۲	ß	0	08/26/2010	555555554	CONNERY	SEAN	1	Attendance	Attendance		Category	Military 🔻
۲	ľ	0	08/25/2010	555555554	CONNERY	SEAN	1	Attendance	Attendance		Sub Category	
۲	I	0	08/25/2010	979797979	CLOSE	GLENN	1	Attendance	Attendance			
۲	I	0	08/24/2010	979797979	CLOSE	GLENN	1	Attendance	Attendance		Length	1.000
۲	Ø	0	08/23/2010	979797979	CLOSE	GLENN	1	Attendance	Attendance		Unit	Daily 🔻
۲	I	0	09/16/2008	888888989	CHILDS	JULIA	1	Absence	Military			
۲	I	0	09/15/2008	888888989	CHILDS	JULIA	1	Absence	Military		Appendiction ()pe	•
۲	Ø	0	09/12/2008	888888989	CHILDS	JULIA	1	Absence	Military		Pay Date	<b>##</b>
۲	Ø	0	09/11/2008	888888989	CHILDS	JULIA	1	Absence	Military			Usps Posting Indicato
۲	Z	0	09/10/2008	888888989	CHILDS	JULIA	1	Absence	Military			Usas Posting Indicato
۲	B	0	09/09/2008	888888989	CHILDS	JULIA	1	Absence	Military			

## **Create an Attendance Entry**

- 1. From the Core menu select Attendance
- 2. Click on Create
- 3. Enter in Attendance or Absence entries
- 4. Click on Save

Attendance Journal										+ ×
		✓ Save	Ø Cancel							
Employee #: Compensation	Activity Date	Length	Trans Type	Unit	Category:	Sub Category	Appt Type	Pay Date	Substitute For:	
T CODY ROW	¥	1.0	o / woonee	Duny						~ 0

The Activity Date can be entered as 00/00/0000 or by clicking on the calendar symbol, select the day needed or as Date Shortcuts as described below:

Date shortcuts can be enter in the Activity Date field as a single letter or symbol. For example, to enter in an Activity Date for today's date, you would use 'T' for Today. Once saved, today's date (11/11/2016) will be entered. This works the same for the **Mass Add** option.

- YeaR (Calendar)
  - Y Jan 1 of current calendar year
  - R Dec 31 of current calendar year
- FiscaL
  - F July 1 of current fiscal year
  - L June 30 of current fiscal year
- MontH (based on current system date)
  - M first of current month
  - H last day of current month
- WeeK
  - W Sunday
  - K Saturday
- PerioD (Posting Period)
  - P first day of current posting period
  - D last day of current posting period
- QUarter
  - Q first day of quarter
  - U last day of quarter
- T today
- + tomorrow
- yesterday

Note:

- · should be able to support mmdd assuming the current period's calendar year
- · is case insensitive
- you can use these shortcuts in combination with actual dates
  - to get the month of November using between operator: Beginning: 11/01/2014 and Ending: h
    - assumption is November is the current month

## **Edit Attendance Option**

Attendance Entries that have been previously posted to the system may be modified.



- Click on the desired Entry to be modified
   Make the desired changes
- 3. Click on Save or Cancel to not save

Attendance				+	×
Save O Cancel	No Posting To I	Payroll 🔻			
Employee: Aguirre, I	Destiny Mickey	Number: A	NON632		
Compensation					
Position: 2, Desc: C	ustodian (Comp: Le	gacy, discovered)		~	
Substitute For					
McKee, Mary ann H	larley - ANON104			~	
Activity Date	Туре	Category	Sub Category	Length	
f 5/12/17	Attendance 🔻	Attendance 🔻		1.000	
Unit	Appointment Type	Pay Date	O Hana Bastian	O Have Destine	
Daily 🔻	•	<b>##</b>	Indicator	Indicator	

### **Delete Attendance Entries**

The Delete Function may be used to delete an Attendance entry.

- 1. Click on the desired entry to be deleted
- 2. Once selected, a box will be presented with an option to delete this entry
- 3. Confirm by selecting Delete

Confirm	×
Are you sure you want to delete?	
Control	
Cancel Delete	

## **Mass Add Option**

A mass add option is available to post consecutive days of attendance or absences in a single transaction. Press the **[Mass Add]** key to use this feature. The Number of Days can be entered on the Start and End date fields or by selecting the actual days on the calendar itself. After the **Cre ate** key is pressed, a popup window will briefly display the mass add information - Example: 5 Attendance Days Created.

Mass Ad	d					
Employe	e:		Comp	ensation		
Aguirre	e, Destiny Mickey -	ANON632	V Posi	tion: 2, Desc: Custo	dian (Comp: Legacy	, disco 🔹
Length		Trans Type	Unit		Category	
1		Attendance 🔻	Dail	у 🔻	Attendance 🔻	
Sub Cate	egory	Appt Type	Pay D	ate	Substitute For:	-
		Classified •			McKee, Mary 💊	/
		Start date	End da	ate		
Include	e weekends					
Posting N	Node					
No Pos	sting 🔻					
		(5 dates selected		reate	Close All Deter	
		(0 0000000	<b>-</b>	leate	Clear All Dates	>
		*	May 2017	*		
	Monday	Tuesday	Wednesday	Thursday	Friday	
	24	25	20	27	28	
	1 May	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
			2.			
	20	30	24	1 hus	2	
	29	30	51	1 Jun	2	
	5	6	7	8	9	

Field Definitions:

- Select Employee and Compensation by clicking on the drop down boxes
  Enter Length of absence or attendance days
  Enter the Trans Type

  Attendance
  Absence
- Enter the Unit of:

  - HourlyDaily
  - Weeks
  - None
- Select the Category for:
   Attendance:
  - - Attendance
    - Substituting
    - Absence:

- Calamity
- Dock
- Holiday
- Jury dutyMilitary
- Other
- Durie
- PersonalProfessional
- Sick
- Unknown
- Vacation
- A Sub Category is optional
- Select an Appt Type of Classified or Certificate
- Enter a Pay Date (optional)
- A Substitute For is optional
- The **Include Weekends** option is whether or not to include weekends. Unless the employee has weekends scheduled for work days on their calendar, leave this prompt unchecked.
- Select a Start and End date or click on each day needed
- Select a 'Posting Mode'
  - No Posting
  - Post Current
  - Post Future

Create

to post the Mass Add or select

Clear All Dates to start over.

#### **Attendance Video**

Once all data is entered, click on

## **Bank Account**

<ul> <li>Mass Change</li> <li>Bank Accounts</li> <li>Highlight Viewer</li> <li>Create Bank Account</li> <li>Search Bank Account</li> <li>Edit Bank Account</li> <li>Add Start/Stop Date</li> <li>Delete</li> </ul>	
Mass Change To add the Mass Change option, please click on the Mass Change documentation link to find the How to Steps: Mass Change	

🕈 Create 🛛 🕼	Mass Change			Q	🖽 More 🛛 🖽
	Display Name	Group	Property Name		

## **Bank Accounts**

Bank accounts are defined and listed under the Core/Bank Account. The user has the ability to add start and stop dates for each bank account. Any bank account that is listed and active may be selected from a drop down when Processing Payments (Checks/Direct Deposits).

+ Crea	te					Q	Hore D Reset
			Bank Account #	Bank Account	Start Date	Stop Date	
۰ (	3	0	1	Default Bank Account			

## **Highlight Viewer**

To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:

												×
<b>+</b> C	reate					•	Q	I More	່ງ Reset			
			Bank Account #	Bank Account	Start Date		Stop Date			Bank Account #	1	
										Bank Account	Default Pank Account	
۲	I	0	1	Default Bank Account						Dank Account	Delault Ballk Account	

#### **Create Bank Account**

- 1. From the Core menu select 'Bank Account'
- 2. Click on 'Cre

Bank Account		+
✓ Save	Ø Cancel	Save As Template
Bank Accoun	t#	
Bank Accoun	t	
Start Date	<b>**</b>	
Stop Date		

- 3. Enter in the desired information
- 4. Click on Save to create the bank account, click on list to not create the bank account and return to the query list.

## Search Bank Account

The bank account grid allows the user to search for existing bank accounts by clicking in the filter row in the grid columns and entering in the

۲ desired information. Click on any row of the search results to see a summary view of the record. Click on beside a bank account to see

the full details. The Advanced Search can be utilized by clicking on the in the upper right side of the grid.

# Edit Bank Account

Z

Click on the

in the grid beside the bank account to edit the record. Only fields that are allowed to be edited will be displayed.

## Add Start/Stop Date

- 1. From the Core menu select 'Bank Account'
- 2. Search for and select desired bank account



#### Delete

Click on \_\_\_\_\_\_ in the grid beside the desired bank account . A confirmation box will appear asking to confirm that the bank account be deleted. Bank accounts may only be deleted if they have no related transactions.

# **Date Codes**

- Mass Change
- Highlight Viewer
- Creating a new date code
- Date Codes Video

#### Mass Change

To add the Mass Change option, please click on the Mass Change documentation link to find the How to Steps: Mass Change

+ Create	I Mass Change		Q III More S
	Display Name	Group	Property Name

Date Codes are district used fields to keep track of dates about an employee under the CORE/EMPLOYEE option. These date codes can

be C	rea	ated	ı, I	+ Create , Viewed , Edited 2	and Deleted .	
Date C	odes					
-	• Cre	eate				Q These to Reset
				Display Name	Group	Property Name
۲		2	8	APPLICATION DENIED	employeeDateCF	appdenDate
		<b>8</b>	0	APPLICATION RECEIVED	employeeDateCF	applDate
	•	<b>8</b>	0	DATE BACKGROUND CHECK DONE	employeeDateCF	bckgrdDate
	•	2	0	Christmas Break	Dates	christbreak
	•	2	Θ	DATE ID RECEIVED	employeeDateCF	i9Date
	•	2	0	INTERVIEWED	employeeDateCF	intDate
		8	0	LAST EVALUATION	employeeDateCF	lastDate
		8	۵	NEXT EVALUATION	employeeDateCF	nextDate
	•	8	0	Test	standardpayroll	testcode
۲		2	0	TEST CODE	employeeDateCF	testDate

## **Highlight Viewer**

To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:

							×
+ C	eate				Q III More D Reset		
			Display Name	Group	Property Name	Display Name	APPLICATION D
						Group	employeeDateC
۲	Z	0	APPLICATION DENIED	employeeDateCF	appdenDate		
۲	ľ	0	APPLICATION RECEIVED	employeeDateCF	appIDate	Property Name	appdenDate
۲	ß	Θ	DATE BACKGROUND CHECK DONE	employeeDateCF	bckgrdDate		
۲	Z	0	DATE ID RECEIVED	employeeDateCF	i9Date		
۲	ľ	0	INTERVIEWED	employeeDateCF	intDate		
۲	Z	0	LAST EVALUATION	employeeDateCF	IastDate		
۲	ľ	0	NEXT EVALUATION	employeeDateCF	nextDate		
۲	Z	0	TEST CODE	employeeDateCF	testDate		

## Creating a new date code

To Create a new Code, click on the **Create** button and enter in the Display Name, Group and Property Name. The 'Group' name can be created or edited for placement of the date within the 'Employee' screen.

Date Code	+ ×
🖌 Save 🦉	Cancel
Display Name	SPRING BREAK
Group	Break Dates
Property Name	springDate

Press Save to save the changes . Once saved, the new Date Code will be added to the Employee Option screen, under what 'Group' name was defined in the creation or press Cancel to cancel out and not save any changes.

The Display Name for the date box will be SPRING BREAK, the Group Name (HEADING) of SPRING BREAK will be 'Break Dates' and the Property Name will be 'springDate' (abbreviation of the date name). The Property Name is used in the Advance Queries and Detail Report options. The Property Name has to be combined with the First Letter of each word Capitalized. A new Date section was created in the 'Employee' screen called 'Break Dates'.

Break Dates	
SPRING BREAK	
Date Date	Comment

Custom	Field Defi	nition								
_										
	Oreste									
-	Create			-				Q		
			Display Name	Туре	Order	Applies To	Active	Property	Name	
			spring break							

## **Date Codes Video**

## **EMIS Entry Screen**

- Mass Change
- Search/View EMIS Entry Screen
- Highlight Viewer
- Employee EMIS
- Position EMIS
- EMIS Contractor (CJ)
- Contracted Service (CC)
- EMIS Entry Video

#### Mass Change

To add the Mass Change option to the EMIS Contractor (CJ) and EMIS Contracted Service (CC) record, please click on the Mass Change documentation link to find the How to Steps: Mass Change

+ CI	reate	₿ M	ass Change						Q	I More D Rese
			Number	Last Name	First Name	Position Number	Position Description	IRN	Position Code	FTE
	ß	0	ANON530	Sawyer	Christina	1	Driver	050617	112	0.5800
	8	0	ANON647	Chaney	Alisha	1	Superintendent	050617	318	0.4000
	8	0	ANON454	Ware	Donald	1	Cook	050617	112	0.5000

The EMIS Entry Screen holds the EMIS related Employee (CI) and Position (CK) records. Tabs can also be setup to hold the Contract Only Staff (CC) records as well as the Contractor Staff Employment (CJ) records. To implement the tabs for the Contract or Contractor data the EMIS Contracted Service module and EMIS Contractor module will need to be installed through the Admin/ Modules option

#### Search/View EMIS Entry Screen



If additional columns on the grid are needed this can be done by create by clicking on the button in the upper right hand corner of the grid and check marking the column header name(s0 you want included on the grid. The order of the columns can be changed by simply dragging them to the desired location.

The EMIS Entry Grid allows the user to search for existing employees. You can either enter in the Number or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you are wanting to view or edit. Example - First Name is one of my grid options. If I type in <u>San%</u> (% is use as a wildcard) in the First name field, all occurrences of anyone with San in the first

name will appear. You can then click on the	٥	to view or	Ø		to edit next to the desired EMIS Entry red	cord.
---	---	------------	---	--	--	-------

EMIS	Empl	loyee Ei	ntry EMIS Position Entry EMIS Contractor (CJ) E	MIS Contracted Service (CC)			
EMIS En	nploy	ee Entr	y				
_							
						Q	m More D Reset
			Number	Ssn	First Name	Last Name	
۲		2	ANON100	999999176	Charlene	Velasquez	
۲		8	ANON101	999953313	Gabriel	Mayo	
۲		8	ANON102	999943370	Bobby	Boyer	
۲		8	ANON103	999922439	Sandra	Galloway	
۲		8	ANON104	999955789	Mary ann	McKee	
۲		8	ANON105	999927454	Tyrone	Bray	
۲		8	ANON106	999975049	Kelly	Rhodes	
۲		8	ANON107	999996481	Clifford	Morin	
۲		8	ANON108	999929920	Alyssa	Patterson	
۲		8	ANON109	999950133	Bruce	Molina	
۲	- 11	8	ANON110	999902298	Sherry	Graham	

#### **Highlight Viewer**

To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:

EI	/IS Em	ployee	Entry EMIS Position Entry	EMIS Contractor (CJ)	EMIS Contracted Serv	ice (CC)						
EMI	6 Emplo	oyee Er	try									
								Q	I More	D Reset		<u> </u>
			Number		San		First Name	Last Name				Employee Info
											Number	ANON104
	۲	Ø	ANON100		999999176		Charlene	Velasquez			Sen	000055790
	۲	Ø	ANON101		999953313		Gabriel	Mayo			2811	999920189
	۲	2	ANON102		999943370		Bobby	Boyer			First Name	Mary ann
	۲	8	ANON103		999922439		Sandra	Galloway			Last Name	McKee
	۲	Ø	ANON104		999955789		Mary ann	McKee				Staff Domographic
	۲	8	ANON105		999927454		Tyrone	Bray				stan Demographic
	۲	8	ANON106		999975049		Kelly	Rhodes			Credential ID	OH5283533
	۲	8	ANON107		999996481		Clifford	Morin				
	۲	ß	ANON108		999929920		Alyssa	Patterson				
	۲	8	ANON109		999950133		Bruce	Molina				

# **Employee EMIS**

When in the EMIS Employee Entry tab, search for the desired employee by typing in either the employee Number or type in a few characters of either the first name in the First name box or last name in the Last Name box.

e changes you made click	Cancel		
oyee Emis			
Save Cancer			
Employee Info			
Number	Ssn	First Name	Last Name
ANON104	999955789	Mary ann	McKee
Staff Demographic			
Credential ID	Degree Type	ECE Qualification	Gender
OH5283533	9 (GED Diploma)	🗸 2 (Bachelor ir 🗸	F (Female)
Long Term Illness	Non-Certificate Employee ID	Primary Race	Banact Ta Envis
0.00	ZZ4914994	M (Multiracial 🗸	Veport to Emis
Semester Hours	EMIS Id		
604	380297022		
Experience			
Authorized Experience	Total Experience		
37.00	76.00		
Dates			
Birth Date			
f 7/7/84			
Specific Race Flags			
	Asian	Black	Hispanic Latino Option
American Indian Alaska Native			

#### **Position EMIS**

When in the Position EMIS Entry tab, search for the desired employee by typing in either the Employee Number or type in a few characters of either the first name in the First name box or last name in the Last Name box.

occurrences of th	is name will appea	r. You can then click	on the desired emplo an be made and then	yee to open up the Pos	ition EMIS record to view	or
p the changes yo	ou made click	Cancel				
tion Emis						
Employee Info Employee Number Staff Employment	ANON101	Last Name	Мауо	First Name	Gabriel	
Position Number	1	Reportable to EMIS		Position Code	601 (Carpentering Assignment)	~
State Reporting	1 (Certificated)	v Position Type	R (Regular)	V Position Status	A (Contracted personnel Agency)	~
Full Time Equivalence	0.000	Special Education Fu Equivalence	ull Time 0.00	Low Grade	06 (Sixth Grade)	~
Separation Reason	6 (Resigned-Took another educ	ation job c 🗸 Paraprofessional	Y (Yes, meets definition of Qu	alified Parap V High Quality Professiona	al Y (Yes)	~
Contract Amount	846.00	Contract Work Days	933.000	Hours In The Day	0.00	
High Grade	PS (Preschool)	Separation Date		Building IRN	748841	
Experience Current Class		Extended Service		Hire Date	3/23/67	
Funding Source						
Funding Source Code 1	N (TANF/OWF)	V Funding Source Cod	e 2	V Funding Source Code 3		~
Percent 1	16	Percent 2		Percent 3		

# **EMIS Contractor (CJ)**

MIS En	nployee	Entry	EMIS Position Entry	EMIS Contractor (CJ)	EMIS Contracted S	ervice (CC)									
<b>+</b> c	reate											Q		I More	D Reset
			Number	Last Na	ne	First Name	Position Number		Position Description	IRN	Positio	n Code		FTE	
۲	ß	0	ANON530	Sawye	-	Christina		1	Driver	050617			112		0.58000
۲	ß	0	ANON647	Chane	/	Alisha		1	Superintendent	050617			318		0.40000
۲	ß	0	ANON454	Ware		Donald		1	Cook	050617			112		0.5000

In order to create Contractor (CJ) records a module must be turned on that will allow you to see the EMIS Contractor (CJ) option on the EMIS

Entry Screen. To turn this module on go to System/Modules and click on the entry heat	to the	
message will appear		

✓ Info - Module org.ssdt\_ohio:usps.emis-contractor installed. NOTE: This change may not take full effect until page is refreshed. Click here to refresh page.

confirming that the EMIS Contractor (CJ) option is installed.

To modify an existing CJ record, when in the EMIS Contractor (CJ) tab, search for the desired employee by typing in either the employee Number or type in a few characters of either the first name in the First name box or last name in the Last Name box.

٦

All occurrences of this name will appear. You can then click on the desired employee to open up the EMIS Contractor record to view or
edit If using the edit option your modifications can be made and then click to save your changes. If do not wish to
keep the changes you made click
If you wish to create a new Contractor (CJ) record click the <b>Create</b> button. You can then enter in the Employee, Position, IRN, Position
Code and FTE. Click Save to complete the record creation. If you do not wish to create this record you can click the

is Contractor			
✓ Save Ø Cance	4		
Employee *	Position	*	
	~		~
IRN!	Position Code	FTE	

## **Contracted Service (CC)**

Ø Cancel

button.

To modify an existing CC record, when in the EMIS Contracted Service (CC) tab, search for the desired record by typing in either the Federal tax ID or a few characters of the Contractor Name.

You can then click to	view the record or cli	ck	to edit the recor	rd.	If using the edit option you	r modif	ications	can be made and
then click Save to	o save your changes.	lf do r	not wish to keep the cha	ange	es you made click	Cance	el	
When in the EMIS Contracted and click	Service (CC) tab, to a add this record. If you	idd a u do r	new EMIS Contracted S	Serv	vice (CC) record click	Crea	ate <sub>P</sub>	opulate all fields
Contracted Service							+ ×	
Save O Cancel								
Federal Tax Id	Position Code		Funding Source		Local Contract Code			
Contractor Name	Hours Per Week	~	Based on Service	~	Based on Hours			
			-	~		$\checkmark$	]	
Based on People	Start Date	]	Stop Date		Rate			
Reportable to EMIS								

EMIS only employees should use the EMIS Entry Screen to enter the data for EMIS. This screen will give them access to the EMIS reportable fields. Districts can create or choose roles for employees by using ADMIN/ROLE option. Once created, employees can then

## **EMIS Entry Video**

## Employee

- Mass Change
- Search/View Employee
  - **Highlight Viewer**
- Add New Employee
  - Employee
  - Name
  - Address
  - Credential ID
  - Date Codes
  - Dates
  - Email
  - Evaluation
  - Experience
  - Legal Name
  - Phone
  - Standard Payroll
  - Standard Personnel
- Creating an Employee Template Record
- Utilization of an Employee Template Record
- Edit Employee
- Delete Employee
- Employee Video

#### **Mass Change**

To add the Mass Change option, please click on the Mass Change documentation link to find the How to Steps: Mass Change

Employees	,				
+ C	reate 🛛 🗷 N	lass Change		Include Concealed	Q B More D Reset
		Number	SSN	Last Name	First Name

<b>+</b> C	reate		Include Concealed Q							
			Number	Ssn	Last Name	First Name				
						%san%				
۲	6	0	123		Smith	Emersan				
۲	8	0	333333333	333333333	BULLOCK	SANDRA				

## Search/View Employee

The Employee Grid allows the user to search for existing employees. You can either enter in the Number or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you are wanting to view or edit. Example - First Name is one of my grid options. If I type in %San (% is use as a wildcard) in the First name field, all occurrences of anyone with San in the first

name will appear. You can then click on the inext to the Employee record you are searching for to view the data relating to this employee or click on the inext to edit the record or it to delete the record.

The option 'Include Concealed' employees, if checked, will include concealed employees on the search list.

## **Highlight Viewer**

#### To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:

inploy co.								
+ 0	reate				Include Concealed	Q m More D Reset		×
			Number	SSN	Last Name	First Name		Identification
							Number	55555555
۲	ľ	0	232323232	232323232	TAYLOR	ELIZABETH	CON	
۲	Ø	0	288888888	288888888	DEFAULT	DEFAULT	5511	55555555
۲	ľ	ø	333333333	333333333	BULLOCK	SANDRA	Credential ID	
۲	ľ	0	44444444	44444444	KRAMER	KOSMO		Name
۲	2	0	484848484	484848484	benefit_test	create	LastName	RUNNY
۲	ß	0	555555554	555555554	CONNERY	SEAN	Cust Wallie	BONNT
۲	ß	0	55555555	55555555	BUNNY	BUGS	First Name	BUGS
۲	ľ	0	555666666	555666666	Test	Employee2	Middle Name	E
۲	ľ	0	656565656	656565656	EDWARDS	ANTHONY	Suffix	
۲	Ø	Θ	666666666	666666666	MOORE	DEMI		
۲	Ø	0	666779999	666779999	DEFAULT	DEFAULT		Address
۲	Ø	0	677777777	677777777	Test	Employee	Street 1	444 Target Lane
۲	ß	0	777775555	777775555	DiCesare	Mike	Street 2	
۲	Ø	0	777777777	777777777	GREENSPAN	ALAN	Chi	Critteroville
۲	ß	0	77777778	77777778	GLOW	MOP	City	Crittersville
۲	ß	0	848484848	848484848	JUNIT1	TEST1	State	OH
۲	ß	0	888448888	888448888	Mouse	Mickey	Postal Code	44332
۲	ß	0	888888888	888888888	ALLEN	TIMOTHY		Foreign Address
۲	8	0	88888889	88888889	BROCKOVICH	ERIN	Province	
۲	8	0	888888989	888888989	CHILDS	JULIA		
۲	8	0	979797979	979797979	CLOSE	GLENN	Country	
۲	C	0	999999998	999999998	PITT	BRADLEY		Contact
۲	C	0	DIC000000	999887777	DiCesare	Mike	Work Phone	
۲	C	0	DIC000010	456782225	DiCesare	Michael	Hama Dhana	4405040040
۲	C	0	EMPWITHID	121212121	HAWN	GOLDIE	nome Phone	4190240010
۲	ß	0	FURY00001	876530999	Fury	Nick		Home Phone Unlisted
	ß	0	IHAVEANID	398765409	Clark	Richard	Primary Email	
-		-	011000020	555667777	OLIVER	1094114	Secondary Email	

## **Add New Employee**

1. From Core menu select 'Employee'

2. Click on + Create

3. Enter in Employee information

Identification			
Number	SSN	Credential ID	EMIS Id
Name			
Last Name	First Name	Middle Name	Suffix
Legal Name			
Last Name	First Name	Middle Name	Suffix
Address			
Address			
Street 1	Street 2	City	State
Postal Code		Province	Country
	Foreign Address		
0			
Contact			
Work Phone	Home Phone	Home Phone Unlisted	Primary Email
Secondary Email	Other Email		
General			
Marial Status			
	Concealed	Eligible For Retirement	Email Direct Deposit
Multilingual			OSDI Code
Wullingtan	New Hire Reported ODJFS	ODJFS Reportable	
		Spouse First Name	Sub Davs
Part Time	Report to EMIS		
Dates			
Birth Date	Hire Date	Last Paid	ODJES Hire Date
Termination Date			
Termination Date			
<b>m</b>			
<b>#</b>			
Employee Date CF			
Employee Date CF APPLICATION DENIED	APPLICATION RECEIVED	DATE BACKGROUND CHECK DONE	DATE ID RECEIVED
Employee Date CF APPLICATION DENIED Date Comment	APPLICATION RECEIVED	DATE BACKGROUND CHECK DONE	DATE ID RECEIVED
Employee Date CF APPLICATION DENIED Date Comment INTERVIEWED Comment	APPLICATION RECEIVED	DATE BACKGROUND CHECK DONE	DATE ID RECEIVED Date TEST CODE Comment
Employee Date CF APPLICATION DENIED  Date Comment INTERVIEWED  Date Comment	APPLICATION RECEIVED  Date Comment LAST EVALUATION Date Comment	DATE BACKGROUND CHECK DONE           Date         Comment           NEXT EVALUATION         Comment	DATE ID RECEIVED Date Comment TEST CODE Date Comment
Employee Date CF         APPLICATION DENIED         Im Date       Comment         INTERVIEWED         Im Date       Comment         Evaluation	APPLICATION RECEIVED Date Comment LAST EVALUATION Date Comment	DATE BACKGROUND CHECK DONE Date Comment NEXT EVALUATION Date Comment	DATE ID RECEIVED Date Comment TEST CODE Date Comment
Employee Date CF         APPLICATION DENED         Im Date       Comment         INTERVIEWED         Im Date       Comment         Evaluation         Last Evaluation	APPLICATION RECEIVED Date Comment LAST EVALUATION Date Comment Next Evaluation	DATE BACKGROUND CHECK DONE       Date     Comment       NEXT EVALUATION     Comment	DATE ID RECEIVED Date Comment TEST CODE Date Comment
Employee Date CF         APPLICATION DENED         Im Date       Comment         INTERVIEWED         Im Date       Comment         Evaluation         Last Evaluation	APPLICATION RECEIVED Date Comment LAST EVALUATION Date Comment Next Evaluation M	DATE BACKGROUND CHECK DONE       Date     Comment       NEXT EVALUATION     Comment	DATE ID RECEIVED Date Comment TEST CODE Date Comment
Employee Date CF         APPLICATION DENIED         Im Date       Comment         INTERVIEWED         Im Date       Comment         Evaluation         Last Evaluation         Experience	APPLICATION RECEIVED Date Comment LAST EVALUATION Date Comment Next Evaluation Memory Comment	DATE BACKIGROUND CHECK DONE       Date     Comment       NEXT EVALUATION     Comment	DATE ID RECEIVED Date Comment TEST CODE Date Comment
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Employee Date CF         APPLICATION DENIED         Date       Comment         INTERVIEWED         Date       Comment         Evaluation         Experience         Accred District Experience         Military Experience	APPLICATION RECEIVED          Image: Comment         LAST EVALUATION         Image: Comment         Date         Comment	DATE BACKGROUND CHECK DONE          Date       Comment         NEXT EVALUATION       Comment         Building Experience       Non-Ohio Public Experience	DATE ID RECEIVED          Image: Date       Comment         TEST CODE       Comment         Image: Date       Comment
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Employee Date CF         APPLICATION DENED         Im Date       Comment         INTERVIEWED         Date       Comment         Evaluation         Experience         Accred District Experience         Millary Experience         Ohio Public Experience         Trade Experience         Race         Primary Race         Hispanic Latino Option	APPLICATION RECEIVED          Image: Comment         LAST EVALUATION         Image: Comment         LAST EVALUATION         Image: Comment         Next Evaluation         Image: Comment         Authorized Experience         Non-Ohio Private Experience         Purchased Experience         Purchased Experience         Image: Comment         American Indian Alaska Native         Native Havaian Dariffe Leinnder	DATE BACKGROUND CHECK DONE          Image: Comment         NEXT EVALUATION         Image: Comment         Date         Comment	DATE ID RECEIVED  Date Comment TEST CODE  Date Comment District Experience District Experience Total Experience District Experience Black
Employee Date CF         APPLICATION DENIED         Im Date       Comment         INTERVIEWED         Im Date       Comment         Evaluation         Last Evaluation         Experience         Accred District Experience         Ohio Public Experience         Image: Comment of the province	APPLICATION RECEIVED	DATE BACKGROUND CHECK DONE          Date       Comment         NEXT EVALUATION       Comment         Date       Comment         Building Experience       Relife System Experience         Relife System Experience       State         Asian       White	DATE ID RECEIVED           Date         Comment           TEST CODE         Comment           Imit Date         Comment
Employee Date CF   APPLICATION DENIED   Date   Comment     INTERVIEWED   Date   Comment     Evaluation   Experience   Accred District Experience   Ohio Public Experience   Trade Experience   Trade Experience   Race   Primary Race   Nilitary Race   Standard Payroll	APPLICATION RECEIVED          Image: Comment         LAST EVALUATION         Image: Comment         Next Evaluation         Image: Comment         Authorized Experience         Image: Comment         Non-Ohio Private Experience         Image: Comment         Purchased Experience         Image: Comment         American Indian Alaska Native         Image: Native Hawaiian Pacific Islander	DATE BACKGROUND CHECK DONE          Image: Comment         NEXT EVALUATION         Image: Comment         Image: Comment         Building Experience         Image: Comment         Non-Ohio Public Experience         Retire System Experience         Image: Comment         Asian         White	DATE ID RECEIVED  Date Comment TEST CODE  District Experience District Experience Total Experience District Experience District Experience District Experience
Employee Date CF         APPLICATION DENIED         Im Date       Comment         INTERVIEWED         Im Date       Comment         Experience         Accred District Experience         Ohio Public Experience         Trade Experience         Race         Primary Race         Hispanic Latino Option         Standard Payroll         Payroll Code 1	APPLICATION RECEIVED	DATE BACKGROUND CHECK DONE          Date       Comment         NEXT EVALUATION       Image: Comment         Building Experience       Comment         Non-Ohio Public Experience       Retire System Experience         Asian       White         Payroll Code 3       Date	DATE ID RECEIVED  Date Comment TEST CODE  District Experience District Experience Total Experience Black Payroll Code 4
Employee Date CF         APPLICATION DENIED         IM Date       Comment         INTERVIEWED         IM Date       Comment         Experience         Accred District Experience         Ohio Public Experience         Trade Experience         Race         Primary Race         Vispanic Latino Option         Standard Payroll         Payroll Code 1	APPLICATION RECEIVED	DATE BACKGROUND CHECK DONE          Date       Comment         NEXT EVALUATION       Image: Comment         Building Experience       Image: Comment         Non-Ohio Public Experience       Image: Comment         Retire System Experience       Image: Comment         Asian       White	DATE ID RECEIVED  Date Comment TEST CODE  Date Comment Date Comment
Employee Date CF         APPLICATION DENIED         Im Date       Comment         INTERVIEWED         Im Date       Comment         Experience         Accred District Experience         Im Ohio Public Experience         Im Ohio Public Experience         Race         Primary Race         Image: Standard Payroll         Payroll Code 1         Payroll Date 1	APPLICATION RECEIVED	DATE BACKGROUND CHECK DONE  Date Comment NEXT EVALUATION Date Comment	DATE ID RECEIVED  DATE ID RECEIVED  Date Comment TEST CODE  Date Comment Test code Comment District Experience Total Experience
Employee Date CF         APPLICATION DENIED         Im Date       Comment         INTERVIEWED         Im Date       Comment         Experience         Accred District Experience         Ohio Public Experience         Imode         Trade Experience         Race         Primary Race         Image: Standard Payroll         Payroll Code 1         Payroll Date 1	APPLICATION RECEIVED	DATE BACKGROUND CHECK DONE  Date Comment NEXT EVALUATION Date Comment	DATE ID RECEIVED  DATE ID RECEIVED  Date Comment TEST CODE  District Experience Distri
Employee Date CF         APPLICATION DENIED         Im Date       Comment         INTERVIEWED         Im Date       Comment         Experience         Accred District Experience         Image: Standard Payroll         Payroll Code 1         Payroll Date 1         Image: Standard Payroll         Payroll Money 3	APPLICATION RECEIVED          Image: Comment         LAST EVALUATION         Image: Comment         LAST EVALUATION         Image: Comment         Next Evaluation         Image: Comment         Authorized Experience         Purchased Experience         Purchased Experience         Image: Comment         Purchased Experience         Pur	DATE BACKGROUND CHECK DONE  Date Comment NEXT EVALUATION Date Comment Building Experience Non-Ohio Public Experience Retire System Experience Asian Vhite Payroll Code 3 Payroll Money 1 Payroll Text 1	DATE ID RECEIVED  Date Comment TEST CODE  District Experience District Experience Total Experience Black Payroll Code 4 Payroll Money 2 Payroll Text 2
Employee Date CF         APPLICATION DENIED         Date       Comment         INTERVIEWED         Date       Comment         Evaluation         Experience         Accred District Experience         Ohio Public Experience         Ital Experience         Race         Primary Race         Primary Race         Standard Payroll         Payroll Code 1         Payroll Date 1         Payroll Money 3	APPLICATION RECEIVED          Image: Comment         LAST EVALUATION         Image: Comment         LAST EVALUATION         Image: Comment         Next Evaluation         Image: Comment         Authorized Experience         Image: Comment         Purchased Experience         Image: Comment         Image: Comment         Purchased Experience         Image: Comment         Purchased Experience         Image: Comment         Purchased Experience         Image: Comment         Payroll Code 2         Image: Comment         Payroll Date 2         Image: Comment	DATE BACKGROUND CHECK DONE   Date Comment NEXT EVALUATION  Date Comment Building Experience Retire System Experience Asian White Payroll Code 3 Payroll Money 1 Payroll Text 1	DATE ID RECEIVED  Date Comment TEST CODE  District Experience District Experience Total Experience Black Payroll Code 4 Payroll Money 2 Payroll Text 2 Payroll Text 2
Employee Date CF         APPLICATION DENIED         Im Date       Comment         INTERVIEWED         Im Date       Comment         Evaluation         Last Evaluation         Experience         Accred District Experience         Ohio Public Experience         Image: Comment in the second	APPLICATION RECEIVED	DATE BACKGROUND CHECK DONE          Image: Comment         NEXT EVALUATION         Image: Comment         Building Experience         Image: Comment         Non-Ohio Public Experience         Retire System Experience         Image: Comment         Asian         White         Payroll Code 3         Image: Payroll Money 1         Image: Payroll Text 1	DATE ID RECEIVED  Date Comment TEST CODE  District Experience District Experience Total Experience Black Payroll Code 4 Payroll Money 2 Payroll Text 2

Standard Personnel			
Personnel Code 1	Personnel Code 2	Personnel Code 3	Personnel Code 4
Personnel Date 1	Personnel Date 2	Personnel Money 1	Personnel Money 2
Personnel Money 3	Personnel Money 4	Personnel Text 1	Personnel Text 2
State reporting			
Degree Type	ECE Qualification	Gender	Handicap Status
Long Term Illness	Non-Certificate Employee ID	Other Credentials	Semester Hours

#### Employee

Field definitions:

- Number is the employee's identification number.
  - The Number is determined by a Configuration Setting under the Admin-Module Configuration option. Under Admin-Module Configuration, there is an option 'Employee Number Automatic Generation Configuration', that will allow the district to set whether to use employee numbers, the increment for assigning numbers, how many letters to use from the last name, and a starting value for the employee numbers. If this configuration is setup, the software should auto-generate the numbers for the district. If this is NOT setup, the user will have to enter in the number manually.
- **SSN** is the social security number of the employee.
- An employee's Marital Status can be 0 for unstated, 1 for single or 2 for married.
- Enter a unique four character code in the Check Distribution field for sorting payroll checks or reports at the employee level.
- Degree Type enter in the education level of this employee.
  - 0- Non Degree
  - 1- Associates
  - 2- Bachelors
  - 3- Masters
  - 4- Education Specialist
  - 5- Doctorate
  - 6- Other
  - 7- Less Than High School Diploma
  - 8- High School Diploma
  - 9- GED Diploma
- If the Concealed field is checked the employee will not be displayed.

Concealed

. If the Concealed field is unchecked the

## Concealed

employee will be displayed.

- Enter the Early Childhood Education Qualification for persons hired for the Early Childhood programs who do not have a certificate, but have a degree in the ECE Qualification field. Indicate their degree major.
  - \* Not applicable
  - 1 Associated in Early Childhood Education or Child Development
  - · 2 Bachelor in Early Childhood Education or Childhood Development
- Eligible For Retirement
  - box unchecked.
- The EMIS ID is the employee's State Staff ID. This is only required if the employee is reportable to EMIS and the SSN is not available.
- Gender refers to the employee's sex.
  - F Female
  - M Male
  - Space Unstated
- The Handicap status indicates whether the employee is handicapped.
- Indicate the number of school days missed because of a long term illness of an employee in the Long term Illness field. This field is
  used if the number of days missed is greater than three weeks for one continuous absence. Use the program called CLRATD at the end
  of fiscal year after the June EMIS staff data has been reported to clear this field for the next reporting year.
- Whether or not an employee is fluent in at least one foreign language is entered in the Multilingual field.
  - Y Yes, the employee speaks at least one foreign language
  - N No, the employee does not speak a foreign language
    - New Hire Reported ODJFS
- Indicates in the Intercepting ODDFS check box whether or not this employee has been reported to the Ohio Department of Human Services.
- The **Non-Certificate Employee ID** for EMIS reportable non-certified staff this field will contain the ZID assigned during the adding of a new employee or modifying an employee.
  - Odjfs Reportable
- If the employee is Lorentzia check the associated box. If the employee is not ODJFS reportable leave this box unchecked.
- The OSDI code refers to the Ohio School District Income tax applicable to the employee.

- Enter the **Other Credentials** for persons hired for Early Childhood programs who do not have a certificate or a degree. Indicate their credential status.
  - \* Not applicable
  - 1 Working toward a CDA (Child Development Associate)
  - 2 CDA completed
  - 3 No CDA AND not working toward a CDA
  - 4 Working toward an Associate Degree
- For Part-time (benefits) employees who qualify for sick leave accrual per HB153. If they are eligible for benefits check the associated
  - box \_\_\_\_\_\_ If they are not eligible for benefits leave the box unchecked.
    - Please note this field is specifically used to determine if the employee should have sick leave accumulated based on hours of service worked. You should not mark an employee as part time if this alternate sick leave tracking method does not apply
- The racial/ethnic group(s) to which the employee belongs or with he/she identifies with needs to be marked in the correct associated box(es) Possible values for this field are listed below.
  - American Indian Alaskan Native
  - Asian
  - Black
  - Native Hawaiian Pacific Islander
  - White
- The Hispanic Latino Option field is for ethnicity reporting and is a required field. One of the following values needs to be selected from the drop down box.
  - Hispanic or Latino
  - Not Hispanic or Latino
  - Information has not been recollected
- If this employee record is to be reported to EMIS check the associated box
   Report To Emis
   Report To Emis

reportable to EMIS leave the associated box unchecked

For certificated employees only, the total number of semester hours of recognized college training they have received is entered in the Se
mester Hours field.

If this employee record is not

- Spouse First Name this field can be used to enter in the name of the employee's spouse (If applicable)
- The Sub-days field contains the days of the week the sub prefers to be called for work.

#### Name

- Last Name is the employee's last name.
- First Name is the employee's first name.
- Middle is the employee's middle name.
- Suffix is the employee's name suffix. For example, JR, SR, III, etc.
- Full Name populates on Save of the record.

#### **Address**

- Street 1 mail delivery address of employee.
- Street 2 physical address of employee.
- City name of the city where this employee resides.
- State name of the state where the employee resides in.
- Postal Code the postal code is the zip code.
- Does the employee have a Foreign Address? If the employee has a foreign address check the associated box

#### Foreign Address

if not leave the box unchecked.

- Enter the **Province** if applicable.
- If the employee has a foreign address, enter the applicable country code, in the Country field.

AF Afghanistan	
AL Albania	
AG Algeria	
AV Anguilla	
AY Antarctica	
AC Antigua and Barbuda	
AR Argentina	
AM Armenia	
AA Aruba	
AT Ashmore and Cartier Islands	
AS Australia	
AL Azerbaijan	
BF Bahamas	
BA Bahrain	
FQ Baker Island	
BG Bangladesh	
BB Barbados	
BS Bassas da India	
BU Belarus PE Palaium	
PH Polizo	
BN Benin	
BD Bermuda	
BT Bhutan	
BL Bolivia	
BK Bosnia-Herzegovina	
BC Botewana	
BV Bouwet Teland	
BR Brazil	
IN British Indian Ocean Territory	
BX Brunei	
BIL Bulgaria	
UV Burkina Faso	
BM Burma	
BY Burundi	
CB Cambodia	
CM Cameroon	
Ch Canada	
CV Cana Varda	
Cl Cauman Telande	
CT Control Africon Bonublic	
CD Chad	
CI Chile	
CH China, People's Republic of	
KI Unristmas Island (Indian Ucean)	
CK Cocos Islands	
CO Colombia	
CN Comoros	
CG Congo (Democratic Republic of)	
CR Coral Sea Islands Territory	
CS Costa Rica	

HR Croatia
CU Cuba
CY Cyprus
EZ Czech Republic
DA Denmark
DJ Djibouti
DO Dominica
DR Dominican Republic
II East limor
EC Ecuador
EG EL Salvadar
LJ LI Jalvador UK England
EK Equatorial Guinea
EK Eritrea
EN ESTUNIA ET Ethiopia
El Eurona Island
FK Falkland Islands (Islas Malvinas)
FO Faroe Islands
FJ Fiji
FI Finland
FR France
FG French Guiana
FP French Polynesia
F5 French Southern & Antarctic Lands
GB Gabon CA Cambia Tha
C7 Coro Strip
GM Germany
66 Georgia
GH Ghana
GI Gibraltar
GO Glorioso Islands
GR Greece
GL Greenland
GJ Grenada
GP Guadeloupe
GI Guatemala
GK Guernsey
PU Guinea-Bissau
EV Guyana
HA Haiti
HM Heard Island and McDonald Island
HO Honduras
HK Hong Kong
HU Howland Island
nu nungary TC Tceland
IN India
ID Indonesia
IR Iran
IZ Iraq
E1 Ireland
IS LEPSOL
II Italy
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JM Jamaica
JN Jan Mayan
JA Japan
DU Jarvis Island
JE Jersey
JQ Jonnston Htoll
JU Jordan
JU Juan de Nuva Island KZ Kozokhotop
KD Kingman Boof
KR Kiribati
KN Korea.Democratic Peonle's Renu (North)
KS Korea Depublic of (South)
Ki Kuwait
KG Kyrnyzstan
LA Lans
LG Latvia
LE Lebanon
LT Lesotho
LI Liberia
LY Libya
LS Liechtenstein
LH Lithuania
LU Luxembourg
MC Macau
MK Macedonia
MA Madagascar
MA Madagascar MI Malawi
MA Madagascar MI Malawi MY Malaysia
MA Madagascar MI Malawi MY Malaysia MV Maldives
MA Madagascar MI Malawi MY Malaysia MV Maldives ML Mali
MA Madagascar MI Malawi MY Malaysia MV Maldives ML Mali MT Malta
MA Madagascar MI Malawi MY Malaysia MV Maldives ML Mali MT Malta IM Man, Isle of
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MA Madagascar MI Malawi MY Malaysia MV Maldives ML Mali MT Malta IM Man, Isle of RM Marshall Islands MB Martinique MR Mauritania MP Mauritius MF Mayotte MX Mexico FM Micronesia, Federated States of MQ Midway Islands MD Moldova MN Monaco MG Mongolia MH Montserrat MO Morocco MZ Mozambique HA Nambia NR Nauru BQ Navassa Island NP Nepal
MA Madagascar MI Malawi MY Malaysia MV Maldives ML Mali MT Malta IM Man, Isle of RM Marshall Islands MB Martinique MR Mauritania MP Mauritius MF Mayotte MX Mexico FM Micronesia, Federated States of MQ Midway Islands MD Moldova MN Monaco MG Mongolia MH Montserrat MO Morocco MZ Mozambique HA Nambia NR Nauru BQ Navassa Island NP Nepal NL Netherlands
MA Madagascar MI Malawi MY Malaysia MV Maldives ML Mali MT Malta IM Man, Isle of RM Marshall Islands MB Martinique MR Mauritania MP Mauritius MF Mayotte MX Mexico FM Micronesia, Federated States of MQ Midway Islands MD Moldova MN Monaco MG Mongolia MH Montserrat MO Morocco MZ Mozambique HA Nambia NR Nauru BQ Navassa Island NP Nepal NL Netherlands NT Netherlands Antilles

NZ NEW ZEALAND
NU Nicaragua
NG Niger
NI Nigeria
NE Niue
NF NORTOIK ISland
NO Northern Ireland
мо могмау МШ Ошар
PK Pakistan
PS Palau
LQ Palmyra Atoll
PM Panama
РР Рариа New Guinea
PF Paracel Islands
PA Paraguay
PE Peru
RP Philinnines
PC Pitcairn Island
PL Poland
PO Portugal
PO Polituyal DA Datan
QH Qalar DE Doumion
KU Komania
K5 Kussia
KW Kwanda
SC St Kitts and Nevis
SH St Helena
ST St Lucia
ST St Lucia SB St Pierre and Miquelon
ST St Lucia SB St Pierre and Miquelon VC St Vincent and the Grenadines
ST St Lucia SB St Pierre and Miquelon VC St Vincent and the Grenadines WS Samoa
ST St Lucia SB St Pierre and Miquelon VC St Vincent and the Grenadines WS Samoa SM San Marino
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ST St Lucia SB St Pierre and Miquelon VC St Vincent and the Grenadines WS Samoa SM San Marino TP Sao Tome and Principe SA Saudi Arabia UK Scotland SG Senegal YI Serbia and Montenegro SE Seychelles SL Sierra Leone SN Singapore LO Slovakia
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ST St Lucia SB St Pierre and Miquelon VC St Vincent and the Grenadines WS Samoa SM San Marino TP Sao Tome and Principe SA Saudi Arabia UK Scotland SG Senegal YI Serbia and Montenegro SE Seychelles SL Sierra Leone SN Singapore LO Slovakia SI Slovenia BP Solomon Islands SO Somalia
ST St Lucia SB St Pierre and Miquelon VC St Vincent and the Grenadines WS Samoa SM San Marino TP Sao Tome and Principe SA Saudi Arabia UK Scotland SG Senegal YI Serbia and Montenegro SE Seychelles SL Sierra Leone SN Singapore LO Slovakia SI Slovenia BP Solomon Islands SO Somalia SF South Africa SX South Georgia & South Sandwich Islands
ST St Lucia SB St Pierre and Miquelon VC St Vincent and the Grenadines WS Samoa SM San Marino TP Sao Tome and Principe SA Saudi Arabia UK Scotland SG Senegal YI Serbia and Montenegro SE Seychelles SL Sierra Leone SN Singapore LO Slovakia SI Slovenia BP Solomon Islands SO Somalia SF South Africa SX South Georgia & South Sandwich Islands SP Spain
ST St Lucia SB St Pierre and Miquelon VC St Vincent and the Grenadines WS Samoa SM San Marino TP Sao Tome and Principe SA Saudi Arabia UK Scotland SG Senegal YI Serbia and Montenegro SE Seychelles SL Sierra Leone SN Singapore LO Slovakia SI Slovenia BP Solomon Islands SO Somalia SF South Africa SX South Georgia & South Sandwich Islands SP Spain PG Spratly Islands
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ST St Lucia SB St Pierre and Miquelon VC St Vincent and the Grenadines WS Samoa SM San Marino TP Sao Tome and Principe SA Saudi Arabia UK Scotland SG Senegal YI Serbia and Montenegro SE Seychelles SL Sierra Leone SN Singapore LO Slovakia SI Slovenia BP Solomon Islands SO Somalia SF South Africa SX South Georgia & South Sandwich Islands SP Spain PG Spratly Islands CE Sri Lanka SU Sudan NS Suriname SV Svalbard
ST St Lucia SB St Pierre and Miquelon VC St Vincent and the Grenadines WS Samoa SM San Marino TP Sao Tome and Principe SA Saudi Arabia UK Scotland SG Senegal YI Serbia and Montenegro SE Seychelles SL Sierra Leone SN Singapore LO Slovakia SI Slovenia BP Solomon Islands SO Somalia SF South Africa SX South Georgia & South Sandwich Islands SP Spain PG Spratly Islands CE Sri Lanka SU Sudan NS Suriname SV Svalbard WZ Swaziland
ST St Lucia SB St Pierre and Miquelon VC St Vincent and the Grenadines WS Samoa SM San Marino TP Sao Tome and Principe SA Saudi Arabia UK Scotland SG Senegal YI Serbia and Montenegro SE Seychelles SL Sierra Leone SN Singapore LO Slovakia SI Slovenia BP Solomon Islands SO Somalia SF South Africa SX South Georgia & South Sandwich Islands SP Spain PG Spratly Islands CE Sri Lanka SU Sudan NS Suriname SV Svalbard WZ Swaziland

	SY	Syria
	ТΜ	Taiwan
	ΤI	Tajikistan
	ΤZ	Tanzania, United Republic of
	TH	Thailand
	TO	Togo
	TL	Tokelau
	TN	Tonga
	TD	Trinidad and Tobago
	ΤE	Tromelin Island
	TS	Tunisia
	IU	Turkey
	ТХ	Turkmenistan
	ТК	Turks and Caicos Islands
	TV	ТиуаТи
	HG	Ilganda
	IIP	llkraine
	AF	United Arab Emirates
	шк	United Kingdom
	IIY	Ilrunuav
	117	lizhokistan
	NH	Vapuatu
	UT	Valuatu Vatican Citu
	VE	Vanazuala
	UM	Venezuera
	UT	Vietnam Vienie Teleede (Deitiek)
	110	Virgin Islands (british)
	MŲ	wake Island
_	UK	Wales
	T۷	Tuvalu
	UG	Uganda
	UP	Ukraine
	ΑE	United Arab Emirates
	UK	United Kingdom
	UY	Uruguay
	UΖ	Uzbekistan
	NH	Vanuatu
	٧T	Vatican City
	٧E	Venezuela
	٧M	Vietnam
	٧I	Virgin Islands (British)
	WQ	Wake Island
	UK	Wales

#### **Credential ID**

• The Credential Id field field should contain the Ohio Credential ID in the format XX9999999 for certified staff.

#### **Date Codes**

- Application Denied enter in the date that the application was denied. A comment can be added related to this field by clicking the Com ment box.
- Application Received enter in the date that the application was received. A comment can be added related to this field by clicking the C omment box.
- Date ID Received enter in the date that the employee identification data was received. A comment can be added related to this field by clicking the Comment box.
- Interviewed enter in the date the employee was interviewed. A comment can be added related to this field by clicking the Comment box.

#### **Dates**

• Birth Date enter the employee's birth date.

- Hire Date enter the employee's hire date.
- The last date the employee was paid will appear in the Last paid field. This field is updated by the system with each payroll run.
- The ODJFS Hire Date field is the date the employee was hired by the district and is the date used for reporting to the Ohio Department of Human Services. If this field is left blank, the value in the Hire Date field will be entered by default.
- The date the employee is considered no longer employed is entered in the **Termination Date** field. This field is used to determine the length of the employment relationship when calculating service credit for STRS employees.

#### Email

- Enter any email address that is not considered the primary or secondary email address in the Other Email field.
- Enter the employee's **Primary Email** address. This may be used if the district chooses to email direct deposit notices to the employee. This may be a district email address.
- Enter the employee's Secondary Email address. This may be an employee's home email address.

#### **Evaluation**

- The Last Evaluation field is the date of the employee's last evaluation.
- The **Next Evaluation** field is the date of the employee's next evaluation.

#### **Experience**

- Accred District Experience enter the years of accredited experience.
- For certificated employee's only, indicate the total years of authorized teaching experience in the Authorized Experience field.
- · For Building Experience, enter the years of experience in all buildings.
- For In District Experience, enter years of experience in district.
- For Military Experience, enter the years of military experience.
- For Non-Ohio Private Experience enter the number of years experience in non-Ohio private schools.
- For Non-Ohio Public Experience enter the number of years experience in non-Ohio public schools.
- · For Ohio Private Experience, enter the number of years experience in the Ohio Private schools.
- For Ohio Public Experience, enter the number of years experience in the Ohio Public schools.
- For **Purchased Experience**, enter the number of years purchased experience.
- For Retirement System Experience, enter the number of years of experience credited to SERS/STRS.
- For certificated employee's only, indicate the total number of years of all certificated educational service in the Total Experience field.
- For Trade School length of experience, enter the years of trade experience.

#### Legal Name

- Last Name if the name that needs to be printed on the employee's W2 differs from the employee name desired on the employee's check, values may be entered in the legal name fields. The regular name fields will be used if the legal name fields are left blank.
- First Name if the name that needs to be printed on the employee's W2 differs from the employee name desired on the employee's check, values may be entered in the legal name fields. The regular name fields will be used if the legal name fields are left blank.
- Middle Name if the name that needs to be printed on the employee's W2 differs from the employee name desired on the employee's check, values may be entered in the legal name fields. The regular name fields will be used if the legal name fields are left blank.
- Suffix if the name that needs to be printed on the employee's W2 differs from the employee name desired on the employee's check, values may be entered in the legal name fields. The regular name fields will be used if the legal name fields are left blank.
- Full Name this field will be populated when the record is Saved.

#### **Phone**

- The **Home Phone** field is used to enter the employee's home phone number.
- The Home Phone Unlisted field is informational and can be used to indicate whether the employee's home telephone number is

unlisted.If the employee's home phone is unlisted check the associated box Home Phone Unlisted. If the home phone is not unlisted leave the box unchecked.

• The **Work Phone** field is used to indicate the employee's in-district telephone number.

#### **Standard Payroll**

- Payroll Code 1 is utilized to store unique information for the district which is not tracked elsewhere. This may contain any value the user desires.
- Payroll Code 2 is utilized to store unique information for the district which is not tracked elsewhere. This may contain any value the user desires. Can be used to store Affordable Care Act report coding.
- Payroll Code 3 is utilized to store unique information for the district which is not tracked elsewhere. This may contain any value the user desires.
- Payroll Code 4 is utilized to store unique information for the district which is not tracked elsewhere. This may contain any value the user desires.
- Payroll Date 1 is a field which a district can use for their own information.
- Payroll Date 2 is a field which the district can use to enter in a rehire date for an employee.

- Payroll Money 1 is utilized to store unique information for the district which is not tracked elsewhere. This may contain any value the user desires.
- Payroll Money 2 is utilized to store unique information for the district which is not tracked elsewhere. This may contain any value the user desires.
- Payroll Money 3 is utilized to store unique information for the district which is not tracked elsewhere. This may contain any value the user desires.
- Payroll Money 4 is utilized to store unique information for the district which is not tracked elsewhere. This may contain any value the user desires.
- Payroll Text 1 is utilized to store unique information for the district which is not tracked elsewhere. This may contain any value the user desires.
- Payroll Text 2 is utilized to store unique information for the district which is not tracked elsewhere. This may contain any value the user desires. Can be used to store Affordable Care report coding.

#### **Standard Personnel**

- Personnel Code 1 is utilized to store unique information for the district which is not tracked elsewhere. This may contain any value the user desires.
- Personnel Code 2 is utilized to store unique information for the district which is not tracked elsewhere. This may contain any value the user desires.
- Personnel Code 3 is utilized to store unique information for the district which is not tracked elsewhere. This may contain any value the user desires.
- Personnel Code 4 is utilized to store unique information for the district which is not tracked elsewhere. This may contain any value the user desires.
- Personnel Date 1 is utilized to store unique information for the district which is not tracked elsewhere. This may contain any value the user desires.
- Personnel Date 2 is utilized to store unique information for the district which is not tracked elsewhere. This may contain any value the user desires.
- Personnel Money 1 is utilized to store unique information for the district which is not tracked elsewhere. This may contain any value the user desires.
- Personnel Money 2 is utilized to store unique information for the district which is not tracked elsewhere. This may contain any value the user desires.
- Personnel Money 3 is utilized to store unique information for the district which is not tracked elsewhere. This may contain any value the user desires.
- Personnel Money 4 is utilized to store unique information for the district which is not tracked elsewhere. This may contain any value the user desires.
- Personnel Text 1 is utilized to store unique information for the district which is not tracked elsewhere. This may contain any value the user desires.
- Personnel Text 2 is utilized to store unique information for the district which is not tracked elsewhere. This may contain any value the user desires

Dark Gray fields can not be added or updated by the user.

Light Gray fields can be selected for other options



to post the new employee to the system, click on

to not post the new employee and to return to the

# Creating an Employee Template Record

An Employee template record can be created by clicking on the hereded on the record. You can setup multiple template records for different types of employees. Once these fields have been populated you can

then click on the	te button. You will then receive a prompt to
Save Template As	+ ×
	✓ Save

You will type in the name of your template and then click



### **Utilization of an Employee Template Record**

To create a new Employee record using the Employee Templates click								
Choose Template: vhich will allow you to select from the template(s) you created. The data that was previously stored when you								
created this template will populate on the Employee record you are creating. You can then add the remaining Employee de Save to complete the creation of this record. If you do not want this record saved you can click the	lata néeded and click Cancel button.							
Employee       Save     Ø Cancel	- × Save As Template							
Number Ssn Marital Status Check Distribution Degree Type Concealed	ECE Qualification							
Eligible For Retirement Emis Id Gender Handicap Status Long Term Illness Multilingual	New Hire Reported ODJFS							
Non-Certificate Employee ID Odfs Reportable OSDI Code Other Credentials Part Time	American Indian Alaska Native							
Asian Black Hispanic Latino Option Native Hawaiian Pacific Islander White Report To Emis	Semester Hours							
Spouse First Name Sub Days								
Name								
Last Name First Name Middle Name Suffix Full Name								
Address								
Address								
Street 1								
Street 2								
State								
Postal Code								
Foreign Address								

## **Edit Employee**

To edit a current Employee

1. Search desired Employee on grid	
<ol> <li>Click on</li> <li>to edit the Employee</li> <li>Make desired changes</li> </ol>	
<ol> <li>Click on grid.</li> <li>to save desired changes to Employee, c</li> </ol>	lick on OCancel to not post changes and return to the Employee

# **Delete Employee**

It is not recommended to delete old employees since this might destroy an audit trail. We recommend using the 'Conceal' option to hide old employees from view.

- 1. Search desired Employee to delete
- Click on click on "delete" to confirm deletion

# **Employee Video**

# **Employees (Personnel)**

- Highlight Viewer
- Search/View Employee (Personnel)
- Edit Employee (Personnel)

The Employees (Personnel) option contains personal information about the employee. Employees would need OECN\_PPS or OECN\_PPS\_RO to view or edit these records.

- 1. Employee Name
- 2. Address
- 3. Dates
- 4. Legal Name
- 5. Race

Englands (Danser

The 'Include Concealed' option allows the district to include Concealed Employees on the grid.

				Concealed Q III More D Reset		
	Number Last		Last Name	First Name		
				%san%		
۲	6	123	Smith	Emersan		
۲		333333333	BULLOCK	SANDRA		

# **Highlight Viewer**

To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:

Imployees (Personnel)									
	🗆 Include Concea	ale Q I More D Reset					×		
Number	Last Name	First Name	Number	Last Name	First Name	Middle Name			
			232323232	TAYLOR	ELIZABETH	S			
232323232	TAYLOR	ELIZABETH	Suffix	C Oursealed	G Descrit To Facily				
288888888	DEFAULT	DEFAULT		Concealed	Report to Emis				
33333333	BULLOCK	SANDRA	Address						
4444444	KRAMER	KOSMO	Charact 4	Church 2	01	Circle .			
484848484	benefit_test	create	300 Night St	Street 2	U/avra	State			
555555554	CONNERY	SEAN	200 Night St.		wayne	UH			
55555555	BUNNY	BUGS	Postal Code	Foreign Address	Province Coun	Country			
555666666	Test	Employee2	44332						
656565656	EDWARDS	ANTHONY	Dates						
666666666	MOORE	DEMI	Birth Date	Hire Date					
666779999	DEFAULT	DEFAULT	Part 2/27/32	m 0/1/00					
67777777	Test	Employee	2121132						
77775555	DiCesare	Mike							
77777777	GREENSPAN	ALAN							
	Number           229323232           28888888           33333333           44444444           5555555           55555555           55566666           666679999           66777777           777775555           77777777	rsonnel)	Include Conceale more D Reset       Number     Last Name     First Name       222222222     TAYLOR     ELIZABETH       28888888     DEFAULT     DEFAULT       28888888     DEFAULT     DEFAULT       33333333     BULLOCK     SANDRA       44444444     KRAMER     KOSMO       44444444     CONNERY     SEAN       5555555     BUNNY     BUGS       555565555     BUNNY     BUGS       555666666     Test     Employee2       666666666     MOORE     DEMI       666779999     DEFAULT     DEFAULT       666779999     DEFAULT     DEMI       666779999     DEFAULT     DEMI       666779999     DEFAULT     DEMI       666779999     DEFAULT     DEMI       66777977     Test     Employee       777775555     DICesare     Mike       77777777     GREENSPAN     ALAN	rsonnel)           Include Concealer Q III More D Reset           Number         Last Name         First Name           222222222         TAYLOR         ELIZABETH           288888888         DEFAULT         DEFAULT           288888888         DEFAULT         DEFAULT           33333333         BULLOCK         SANDRA           44444444         KRAMER         KOSMO           55555554         CONNERY         SEAN           555555555         BUNNY         BUGS           55556566         EDWARDS         ANTHONY           666666666         MOORE         DEMI           666779999         DEFAULT         DEFAULT           66777999         DEFAULT         DEFAULT           77777777         Test         Employee           77777777         GREENSPAN         ALAN	rsonnel)          Number       Last Name       First Name         Number       Last Name       First Name         222222222       TAYLOR       ELIZABETH         288888888       DEFAULT       DEFAULT         288888888       DEFAULT       Standard         44444444       KRAMER       KOSMO         484848484       benefit_lest       create         55555554       CONNERY       SEAN         555555555       BUNNY       BUGS         55555555       BUNNY       BUGS         55555555       EDWARDS       ANTHONY         6666779999       DEFAULT       DEFAULT         666779999       DEFAULT       DEFAULT         6666779999       DEFAULT </th <th>rsonnel)           Include Conceale()       Im More       D Resett         Number       Last Name       First Name         222222222       TAYLOR       ELIZABETH         23333333       BULLOCK       SANDRA         244444444       KRAMER       KOSMO         33333333       BULLOCK       SANDRA         44444444       KRAMER       KOSMO         5555555       BUNNY       SEAN         55555555       BUNNY       BUGS         55556566       EDWARDS       ANTHONY         666666666       MOORE       DEMI         6666779999       DEFAULT       DEFAULT         7777777       Test       Employee         7777777       GREENSPAN       ALAN</th> <th>rsonnely   Include Conceale   Number Last Name   2 222222222   2 AVLOR   2 222222222   3333333 BULLOCK   3333333 BULLOCK   3333333 BULLOCK   3333333 BULLOCK   44444444 KRAMER   KOSMO   44444444   KRAMER   KOSMO   5555554 CONNERY   55555555 BUNNY   BUS   555565555   BUNNY   BUGS   44322             Postal Code   Foreign Address   Province   Country   4432            666779999   DEFAULT    DEFAULT<!--</th--></th>	rsonnel)           Include Conceale()       Im More       D Resett         Number       Last Name       First Name         222222222       TAYLOR       ELIZABETH         23333333       BULLOCK       SANDRA         244444444       KRAMER       KOSMO         33333333       BULLOCK       SANDRA         44444444       KRAMER       KOSMO         5555555       BUNNY       SEAN         55555555       BUNNY       BUGS         55556566       EDWARDS       ANTHONY         666666666       MOORE       DEMI         6666779999       DEFAULT       DEFAULT         7777777       Test       Employee         7777777       GREENSPAN       ALAN	rsonnely   Include Conceale   Number Last Name   2 222222222   2 AVLOR   2 222222222   3333333 BULLOCK   3333333 BULLOCK   3333333 BULLOCK   3333333 BULLOCK   44444444 KRAMER   KOSMO   44444444   KRAMER   KOSMO   5555554 CONNERY   55555555 BUNNY   BUS   555565555   BUNNY   BUGS   44322             Postal Code   Foreign Address   Province   Country   4432            666779999   DEFAULT    DEFAULT </th		

### Search/View Employee (Personnel)

The Employee (Personnel) Grid allows the user to search for existing employees. You can either enter in the Number or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you are wanting to view or edit. Example - First Name is one of my grid options. If I type in %San (% is use as a wildcard) in the First name field, all occurrences of anyone with

San in the first name will appear. You can then click on the	۲	next to the Employee record you are searching for to view the data relating to
this employee or click on the	0	to delete the record.

Q

in the upper right side of the grid. To add more columns to your grid, click on the

in the upper right hand side of the grid and check marking the column header name, as well as the order of the columns by simply dragging and dropping them in the desired order.

# **Edit Employee (Personnel)**

Only fields that are allowed to be edited will be displayed in White. Blue fields can not be updated by the user.

- 1. Search desired employee on grid
- Click on for the employee
   Make desired changes
- 4. Click Save to save desired changes to employee, click on O Cancel to not post changes and return to the Employee (Personnel) grid

Employee Personnel				+	×	
Save O Cancel					•	
Number	Last Name	First Name	Middle Name			
ANON101	McIntyre	Ken	Sierra			
Suffix	Full Name	Concooled	Eligible For Patirement			
	McIntyre, Ken S	Concealed				
Emis Id	Handicap Status	Multilingual	Non-Certificate Employee ID			
041874571	Ν	Ν				
Part Time	Report To Emis					
Address						
Otract 1	Street 0	City	State			
1318 Hartville Lane	Sileerz	Braselton	OH		=	
Postal Code		Province	Country		-	
34184	Foreign Address					
34104						
Credential Id	Credential Id					
Credential ID						
OH9652470						
Dates						
Birth Date	Hire Date					
	3/12/60					
Employee Dates CF						
APPLICATION DATE Date Background Check Done						
	Comment					
Evaluation	Comment					
Evaluation						
Last Evaluation	Next Evaluation					

Last Name	First Name	Middle Name	Suffix
McIntyre	Ken	Sierra	
Full Name			
McIntyre, Ken S			
Race			
American Indian Alaaka Nativa	Asian	- Black	Hispanic Latino Option
	Asian	Black	Information has not been recollected
Native Hawaiian Pacific Islander	White		
Standard Payroll			
Payroll Date 1	Payroll Date 2		
8/23/16	8/23/16		
Standard Personnel			
Personnel Date 1	Personnel Date 2		
8/23/16	8/23/16		

Job Calendars

- Purpose of a Job Calendar
  Search/View/Edit/Delete Job Calendars
- Add new Job Calendar
- Edit/Modify a Calendar Day
- Mass Change a Calendar Day
- Copy Job Calendars
- Copy Job Calendars

Job Calendars are used to indicate the work schedule of an employee. Included in the work schedule are holidays, calamity days and make-up days. Each Compensation in the USPS system will reference a certain job calendar.

## Purpose of a Job Calendar

Job Calendars used in conjunction with the attendance programs will determine retirement service days, ODJFS work weeks and EMIS attendance/absence days. The rules used by USPS in figuring contract days worked, retirement service days, ODJFS work weeks and EMIS attendance/absence days can be found in the **Calculating Days and Weeks for Reporting Purposes** Chapter of this manual.

Job Calendars will also be used to determine which, if any, holiday and calamity accounts in USAS should be charged during a given period. USPS does not post to the USAS accounts, but will create a file that will be used to post to the USAS accounts.

Job Calendars is used to add, delete, modify, copy and mass change calendars. The copy function allows you to copy a calendar from one calendar type to another. Mass change allows you to enter things such as holidays and calamity days across many calendars at once.

Job Calendars can be added at any time before the payroll in which they will be used.

+ 0	reate	+ M	ss Change + Copy	Q
			Type	Description
۲	ß	0	JC101	Job Calendar 101
۲	ß	0	JC102	Job Calendar 102
۲	ß	0	JC103	Job Calendar 103
۲	ß	0	JC104	Job Calendar 104
۲	ß	0	JC105	Job Calendar 105
۲	ß	0	JC106	Job Calendar 106
۲	ß	0	JC107	Job Calendar 107
۲	ß	0	JC108	Job Calendar 108
۲	ß	0	JC109	Job Calendar 109
۲	ß	0	JC110	Job Calendar 110
۲	ß	0	JC111	Job Calendar 111
۲	ß	0	JC112	Job Calendar 112

### Search/View/Edit/Delete Job Calendars

The Job Calendars Grid allows the user to search for existing Job Calendars. You can either enter in the Type or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you want to view or edit. You can then click

on the employee record you are searching for to view the data relating to this Job Calendar or click on the local to edit the

record or **to** delete the record.

A Calendar with days on it cannot be deleted. An Error will occur:

Messages	+ ×
Ø Error - Object is referenced and cannot be deleted.	
	*

### Add new Job Calendar

1. From Core menu select 'Job Calendar'

2. Click on



- 3. Enter in the:
  - 1. Type
  - 2. Description
  - 3. Start and Stop Date
  - 4. Type of day
    - 1. W Work Day
    - 2. H Holiday
    - 3. C Calamity Day
    - 4. M Make-Up for Calamity Day
    - 5. Blank Non-Work day or Unpaid Holiday
  - 5. Should Weekends be included?
- Once all Calendar information is added, select
   Click on 'Save'

🕑 Mass Add



# Edit/Modify a Calendar Day

- 1. Select the Calendar to be updated
- 2. Click on
- 3. To Change a single date on the Calendar, simple right click on the calendar day and select the new Type Or enter the Start and End Date

and the Type and click on  $\ensuremath{^{\mid}}$ 

to add or update the Type of day.



4. click on

or 'Cancel' to not save the change



## Mass Change a Calendar Day

The Mass Change option allows the type of day to be updated across several calendar types with a single entry. For example, a district had a calamity day and multiple calendars need marked accordingly.

#### + Mass Change

- 1. Select
- 2. Enter in the date to be updated in the  $\ensuremath{\text{Date}}$  field
- 3. In the Update to field offers the following options:
  - 1. Work
  - 2. Holiday
  - 3. Calamity
  - 4. Makeup
  - 5. Blank = Non=work day or Unpaid holiday
- 4. Select Available Calendar or Calendars by holding down the Shift + down arrow key and then click on the

to move then to Selec

>

#### ted Calendars

🗸 Save 🖉 O Can	icel			
Date	Update	e to		
2/20/17	Holid	day	$\sim$	
Available Calendars		Select	ed Calei	ndars
	· ·	JC101	Job Ca	alen 🔺
		JC102	Job C	alen
		JC104 JC105	Job C Job C	alen 📃 alen
		JC106	Job C	alen
		JC107 JC108	Job C	alen alen
		JC109	Job C	alen
-	r -	JC110	Job Ca	alen 🚽



# **Copy Job Calendars**

1. Click on

- 2. Select the calendar you wish to copy from in the Copy From field
- 3. Enter the starting date of the range you wish to copy from in the Start Date field. This is a required field
- 4. Enter the ending date of the range you wish to copy from in the End Date field. This is a required field
- 5. Select from the Available Calendars listed you wish to duplicate, by highlighting one or more by holding down the Shift + Down Arrow

key and clicking on

+ Copy



Copy Job Calendars	+	×
Copy OCancel		
Copy From         Start Date*         End Date*           BUS - BUS D         Image: 7/1/19         Image: 6/30/20		
Copy To Available Calendars Selected Calendars		
bdb - television bti - television fve - constantly geh - automaticall hel - automatically hro - automatically law - automatically law - automatically oei - automatically oei - automatically		
6. Copy		

# Leaves

- Mass Change
- Search/View Employee Leaves
- Highlight Viewer
- Leaves
  - Create a Leaves Record
  - Creating a Leaves Template Record
  - Utilization of a Leaves Template Record
  - Edit Employee Leaves
  - Delete Employee Leaves
- Accumulations
  - Search/View Employee Accumulations
    Create a Accumulation Record

  - Delete Employee Accumulation Leave
- Leaves Video

#### Mass Change

To add the Mass Change option, please click on the Mass Change documentation link to find the How to Steps: Mass Change

+ Create	🛛 🕼 Ma	ass Change					Incl	ude Concealed		Q More "D Reset
		Number	Last Name	First Name	Туре	Accum Per Month	Leave Unit	Max Leave Amount	Reset Value	Balance

This option allows you to add, delete, and/or modify employee sick, vacation, personal leave accrual information and view current leave balances.

### Search/View Employee Leaves

The Leaves Grid allows the user to search for existing employees. You can either enter in the Number or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you are wanting to view or edit. Example - First Name is one of my grid options. If I type in %San (% is use as a wildcard) in the First name field, all occurrences of anyone with San in the first

name will appear. You can then click on the	next to the Leaves record you are searching for to view the data relating to this employee or
click on the 📝 to edit the record or	to delete the record.

<b>+</b> C	reate						Include Concea	led	Q	I More	ື Re	set
			Number	Last Name	First Name	Туре	Accum Per Month	Leave Unit	Max	Leave Amount		ł
۲	Ø	8	DIC000010	DiCesare	Michael	PERSONAL	0.000	Daily		C	.000	
۲	6	0	555555554	CONNERY	SEAN	PERSONAL	0.000	Hourly		75	.000	^
۲	Ø	0	77777778	GLOW	MOP	SICK	1.250	Hourly		212	.000	
۲	Ø	0	666666666	MOORE	DEMI	VACATION	0.000	Daily		C	.000	
۲	6	0	33333333	BULLOCK	SANDRA	VACATION	0.000	Daily		C	.000	
۲	6	0	EMPWITHID	HAWN	GOLDIE	VACATION	0.000	Daily		C	.000	
۲	6	0	555555554	CONNERY	SEAN	SICK	50.000	Hourly		8480	.000	
۲	0	0	888888989	CHILDS	JULIA	VACATION	1.250	Daily		38	.000	
۲		0	88888889	BROCKOVICH	ERIN	SICK	1.250	Daily		212	.000	
۲		0	88888888	ALLEN	TIMOTHY	VACATION	0.000	Daily		C	.000	
۲	6	0	888888989	CHILDS	JULIA	SICK	1.250	Daily		212	.000	

### **Highlight Viewer**

To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:

Leaves	Ac	cumulat	ions										
+ (	reate						🗆 Include Conce	ealed	Q More D Res	et			×
			Number	Last Name	First Name	Туре	Accum Per Month	Leave Unit	Max Leave Amount		Туре	SICK	
	_	_									Accum Per Month		50.000
۲	Ø	0	848484848	JUNIT1	TEST1	SICK	1.250	Hourly	212.000		Leave Unit		
۲	Ø	0	555555554	CONNERY	SEAN	SICK	50.000	Hourly	8,480.000		Leave Onk	Houriy V	
۲	ľ	0	333333333	BULLOCK	SANDRA	VACATION	0.000	Daily	0.000		Balance	159.00	
۲	8	0	848484848	JUNIT1	TEST1	VACATION	1.000	Hourly	38.000			Employee	
۲	ľ	0	555555555	BUNNY	BUGS	SICK	1.250	Daily	300.000			Linployee	
۲	I	0	77777778	GLOW	MOP	VACATION	0.000	Hourly	304.000		First Name	SEAN	
۲	Ø	0	232323232	TAYLOR	ELIZABETH	SICK	0.000	Daily	0.000		Last Name	CONNERY	
۲	ß	0	77777778	GLOW	MOP	SICK	1.250	Hourly	212.000		Number	555555554	
۲	8	0	666666666	MOORE	DEMI	SICK	0.000	Daily	0.000				
۲	I	0	88888889	BROCKOVICH	ERIN	PERSONAL	0.000	Daily	3.000				
۲	Ø	0	44444444	KRAMER	KOSMO	PERSONAL	0.000	Daily	3.000				
۲	8	0	DIC000000	DiCesare	Mike	VACATION	0.000	Daily	38.000				

### Leaves

#### **Create a Leaves Record**

1. From the Core menu select 'Leaves'

+ Create 2. Click on

3. Select Employee and the Payroll Item to add by clicking on the

arrow.

Grayed out fields are calculated values that can not be added or updated by the user.

Lea	ves							
ſ	7							
	Employee Name: BROCKOV	ICH, ERIN H	E	mployee Number: 8	388888889			
						(		
	Sick		Personal			Vacation		
	Туре	SICK	Туре	PERSONAL		Туре	VACATION	
	Accum Per Month	1.250	Accum Per Month		0.000	Accum Per Month		0.75
	Leave Unit	Daily 🔽	Leave Unit	Daily 🔽		Leave Unit	Daily 🔽	
	Max Leave Amount	212.000	Max Leave Amount		3.000	Max Leave Amount		38.00
	Reset Value		Reset Value		3.000	Reset Value		0.00
	Balance	3.25	Balance	3.00		Balance	0.00	
		Accumulate Based On Hour	Date Last Accrued	<b>#</b>		Date Last Accrued	<b>#</b>	
	Advanced Units Used	0.000	Leave 100 Percent Accrue		0.000	Leave 100 Percent Accrue		0.00
	Current Service Hours	0.00	Leave Adjustment		0.000	Leave Adjustment		3.00
	Date Last Accrued	<b>***</b>	Leave Units Accum Last Pay		0.000	Leave Units Accum Last Pay		0.00
	Leave 100 Percent Accrue	0.000	Pending Leave Adjust		0.000	Pending Leave Adjust		0.00
	Leave Adjustment	2.000	Personal Leave Accum			Units Work Full Accum		0.0
	Leave Units Accum Last Pay	0.000	Units Work Full Accum		0.00	User Defined Leave Acc		
	Max Advance Leave	5.000	User Defined Leave Acc					
	Pending Leave Adjust	0.000				ļ		
	Service Hours Accumulator	0.000						
	Units Work Full Accum	0.00						
	User Defined Leave Acc							

#### 4. Enter in desired information for the Employees Leave

5. Click on

Save to create the Employee Leave, click on Cancel to not create the Employee Leave and return to the Leaves Query.

### **Creating a Leaves Template Record**

A Leaves template record can be created needed on the record. You can setup mu	clicking on the <b>treate</b> button. You will then populate any recurring field that may be e template records for different types of leave. Once these fields have been populated you can	then
click on the Save As Template	utton. You will then receive a prompt to	
Save Template As	$+ \times$	
	Save . You will type in the name of your template and then click	e

### **Utilization of a Leaves Template Record**

To create a new Leaves record using the Leaves Templates click <b>+</b> Create. Select the employee you are creating this Leaves record for.
You can then click on Choose Template: which will allow you to select from the template(s) you created. The data that was
data if needed and click Save to complete the creation of this record. If you do not want this record saved you can click the
O Cancel button.

Save Ø Cancel						Office	▼ O Save	As Template
mployee Number: 677777	777			Employee Name	Test, Emplo	yee		
Sick			Personal			Vacation		
Туре	SICK		Туре	PERSONAL		Туре	VACATION	
Accum Per Month		1.750	Accum Per Month			Accum Per Month		1.750
Leave Unit	Daily 🔻		Leave Unit	Daily 🔻		Leave Unit	Daily 🔻	
Max Leave Amount		200.000	Max Leave Amount		3.000	Max Leave Amount		200.000
Reset Value			Reset Value		3.000	Reset Value		
Balance			Balance			Balance		
	Accumulat	e Based On Ho	U Date Last Accrued	<b>#</b>		Date Last Accrued	<b>#</b>	
Advanced Units Used			Leave 100 Percent Accrue			Leave 100 Percent Accrue		
Current Service Hours			Leave Adjustment			Leave Adjustment		
Date Last Accrued	<b>**</b>		Leave Units Accum Last Pay			Leave Units Accum Last Pay		
Leave 100 Percent Accrue			Pending Leave Adjust			Pending Leave Adjust		
Leave Adjustment			Personal Leave Accum			Units Work Full Accum		
Leave Units Accum Last Pay			Units Work Full Accum			User Defined Leave Acc		
Max Advance Leave			User Defined Leave Acc		7			
Pending Leave Adjust			]			]		
Service Hours Accumulator			]					
Units Work Full Accum			]					
User Defined Leave Acc								

#### **Edit Employee Leaves**

Only fields that are allowed to be edited will be displayed.

- 1. Search desired Employee on grid
- Click on to edit the Employee
   Make desired changes
- 4. Click on **Save** to save desired changes to the Employees Leave, click on Cancel to not post changes and return to the Leaves grid

#### **Delete Employee Leaves**

- 1. Search desired Employee on grid to delete
- 2. Click on to delete the Employee Leave
- Delete 3. Click on to confirm deletion or Cancel to not delete Leaves



### Accumulations

Accruing leave will be reflected on the employees' Balance field on the CORE/LEAVES record.

#### **Search/View Employee Accumulations**

The Accumulations Grid allows the user to search for existing employees. You can either enter in the Number or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you are wanting to view or edit. Example - First Name is one of my grid options. If I type in %San (% is use as a wildcard) in the First name field, all occurrences of anyone with San in the

first name will appear. You can then click on the local next to the Accumulation record you are searching for to view the data relating to this employee or click on the local to edit the record or local to delete the record.

mulatio	ons									
+ Cr	eate								Include Concealed	Q I More D Rese
			Number	Last Name	First Name	Туре	Length	Transaction Date	Description	Leave Unit
	8	•	OL1000020	OLIVER	JOSHUA	VACATION	6.000	08/10/2005	Imported from Classic USPS, Unit - Daily	Daily
ě	8	ō	OLI000020	OLIVER	JOSHUA	VACATION	5.000	08/09/2005	Imported from Classic USPS, Unit - Daily	Daily
۲	8	0	SU000000	Sutton	Ken	SICK	1.000	03/15/2005	Imported from Classic USPS, Unit - Daily	
۲	8	0	555555554	CONNERY	SEAN	PERSONAL	10.000	03/14/2005	Imported from Classic USPS, Unit - Daily	Hourly
۲	8	0	777777777	GREENSPAN	ALAN	SICK	1.250	04/20/2004	Imported from Classic USPS, Unit - Daily	Daily
۲	8	0	656565656	EDWARDS	ANTHONY	SICK	1.250	04/20/2004	Imported from Classic USPS, Unit - Daily	Daily
۲	8	0	44444444	KRAMER	KOSMO	SICK	1.250	04/20/2004	Imported from Classic USPS, Unit - Daily	Daily
۲	2	0	88888889	BROCKOVICH	ERIN	SICK	1.250	04/20/2004	Imported from Classic USPS, Unit - Daily	Daily
۲	8	0	888888888	ALLEN	TIMOTHY	SICK	1.250	04/20/2004	Imported from Classic USPS, Unit - Daily	Daily
۲	2	0	888888989	CHILDS	JULIA	SICK	1.000	04/20/2004	Imported from Classic USPS, Unit - Daily	Daily
۲	8	0	555555554	CONNERY	SEAN	SICK	50.000	04/20/2004	Imported from Classic USPS, Unit - Hourly	Hourly
۲	2	0	979797979	CLOSE	GLENN	SICK	1.250	04/20/2004	Imported from Classic USPS, Unit - Daily	Daily
۲		0	979797979	CLOSE	GLENN	SICK	125.000	10/04/2001	Imported from Classic USPS, Unit - Daily	Daily
۲	8	0	77777778	GLOW	MOP	SICK	50.000	09/01/2001	Imported from Classic USPS, Unit - Hourly	Hourly
۲	8	0	888888889	BROCKOVICH	ERIN	SICK	5.000	09/01/2001	Imported from Classic USPS, Unit - Daily	Daily

#### **Create a Accumulation Record**

- 1. From the Core menu select 'Leaves'
- 2. Then select 'Accumulation'



3. Click on

- 4. Select Employee, Position and Leave to add by clicking on the arrows.
- 5. The Leave Unit will automatically being added.
- 6. Can enter a 'Description' or leave blank
- 7. Enter a 'Length' for the Accrual
- 8. Enter a 'Transaction Date' for the posting date
- Click on Save to save desired changes to the Employee's Accumulation, click on Cancel to not post changes and return to the Accumulations grid.

ccumulation Transaction	+ ×
Save OCancel	
Employee *	
	~
Position	
~	
Leave *	
×	
Leave Unit	
Description	
Length *	
Transaction Date *	

# **Edit Employee Accumulation Leave**

Only fields that are allowed to be edited will be displayed.

- 1. Search desired Employee on grid
- Click on for the employee
   Make desired changes
- Save to save desired changes to the Employees Accumulation, click on Cancel to not post changes and return to 4. Click on the Accumulations grid.

#### **Delete Employee Accumulation Leave**

- 1. Search desired Employee on grid to delete
- 2. Click on to delete the Employee Accumulation

3.	Click on	De

elete to confirm deletion or Cancel to not delete Accumulation

Confirm ×
Are you sure you want to delete?
Cancel Delete

## **Leaves Video**

# Organization

The Organization option maintains district data.

Organization Det	ail		
Name	Jackson (D	emo)	
Im	383374	,	
Address			
	Street 1	1447 F	Public Way
	Street 2		
	City	Watkin	sville
	State	Ohio	
	Postal Code	56622	
		Forei	gn Address
	Province		
	Country	US	
County	Clayton Co	untv	
International Code	Cityton Co	unty	
Number			
Extension			
Extension	Unlisted		
Federal Ein	542579129	)	
State Ein	659370137	•	
Odjfs Number	074715174		
Sers Code	075603		
Strs Code	1905		
EMIS Fiscal Year	2016		

# **Pay Distributions**

Search/View Pay Distributions				
Highlight Viewer				
Create Pay Distributions				
Delete Pay Distribution				
Pay Distribution Video				
Mass Change				
Mass Change				
Mass Change To add the Mass Change option,	please click on the Mass Change docum	entation link to find the How to	Steps: Mass Ch	nange
Mass Change To add the Mass Change option,	please click on the Mass Change docum	entation link to find the How to	Steps: Mass Ch	nange
Mass Change To add the Mass Change option,	please click on the Mass Change docum	entation link to find the How to	Steps: Mass Ch	nange
Mass Change To add the Mass Change option,	please click on the Mass Change docum	entation link to find the How to	Steps: Mass Ch	nange more
Mass Change To add the Mass Change option,	please click on the Mass Change docum	entation link to find the How to	Steps: Mass Ch	nange I More
Mass Change To add the Mass Change option,	please click on the Mass Change docum	entation link to find the How to	Steps: Mass Ch	nange m More

If a new bank is added, the Routing Number has to be added to the ACH Destination first before the employee can be added to Pay Distributions.

## **Search/View Pay Distributions**

The Pay Distributions Grid allows the user to search for existing Payroll Distributions. You can either enter in the Number or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you are wanting to view or edit. Example - First Name is one of my grid options. If I type in %San (% is use as a wildcard) in the First name field, all occurrences of anyone with

San in the first name will appear. You can then click on the end of the Pay Distribution record you are searching for to view the data relating to this Payroll Distribution record or click on the to edit the record or edit the record or to delete the record.

# **Highlight Viewer**

Pay Distrit	outions				
+ 0	reate			🗆 Include C	concealed Q III More C Reset
			First Name	Last Name	Number
۲	8	0	ELIZABETH	TAYLOR	232323232
۲	ß	0	DEFAULT	DEFAULT	28888888
۲	8	0	SANDRA	BULLOCK	33333333
۲	ß	0	KOSMO	KRAMER	44444444
۲	ß	0	create	benefit_test	484848484
۲	8	0	SEAN	CONNERY	55555554
۲	ß	0	BUGS	BUNNY	55555555
۲	8	0	ANTHONY	EDWARDS	656565656
۲	ß	0	DEMI	MOORE	666666666

#### To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:

Pay	/ Distrib	utions									
											×
	+ Ci	reate			Include Con	cealed Q III More D Reset					
				First Name	Last Name	Number *	First Name	ELIZA	BETH		
							Last Name	TAYLO	R		
	۲	ß	0	ELIZABETH	TAYLOR			in the c			
	۲	ß	0	DEFAULT	DEFAULT	288888888	Number	23232	3232		
	۲	8	0	SANDRA	BULLOCK	333333333	Pay Distributions	Code	Fixed Or Percent	Rate	Туре
	۲	ß	0	KOSMO	KRAMER	44444444		701	Fixed	50.00	DIRDEP
	۲	8	0	create	benefit_test	484848484		702	Percent	100.00	DIRDEP
	۲	ß	0	SEAN	CONNERY	555555554					

Pay Distributions are to be created for each employee. This will determine how an employee should be paid, either by Direct Deposit or Check:

# **Create Pay Distributions**

L

y Distribut	ions			+ ×			
Employee				~			
۲	CONNERY BUNNY, B Test, Emple EDWARDS MOORE, D DEFAULT, Test, Emple	, SEAN S UGS E - 5 oyee2 Mi 6, ANTHO EMI H - 6 DEFAUL oyee - 67	5 - 55555555 55555555 55555555 5000 - 555555 5666666666 5666666666 T - 6667799999 7777777	666666 656			
•	DiCesare, I GREENSP GLOW, MC	Vike - 77 AN, ALAI )P N - 77	7775555 N E - 777777777 7777778	7			
ick on	Add Pay Di	stribution					×
✓ Save	O Cancel				Choose Temp	olate:	Save As Templat
Employee:	Test, Employe	e2 MiddleN	lame	Number: 5	55666666		
	Туре		Code	Fixed or Percent		Rata	Priority
	- 21-						

3. Once open, select the Type of Pay Distribution, DIRDEP or CHECK, from the drop down box and click on 'Continue':

l	Pay Distributions			
	Type * DIRDEP			
	Continue			

+ ×

#### 4. Enter in the required Information:

Pay Distributions	+	×
🗸 Save 🖉 Ca	ncel	
Туре	DIRDEP	
Code !		
Abbreviation		
Account Number		
Fixed Or Percent	T	
Rate		
Start Date		
Stop Date		
Priority		
Direct Deposit Type <mark>!</mark>		
	ACH Information	
Ach Destination	✓	
Ach Source	×	
	Standard CF	
Code 1		
Code 2		
Date		
Money 1		
Money 2		
Text		

5. Click on Save to create the Pay Distribution, click on cancel to not create the Pay Distribution and return to the Query.

# **Edit Pay Distribution**

Pay Distributions that have been previously posted to the system may be modified.

1. Query for desired Employee

- 2. Click on to open up a window with the employee's information
- 3. Once open, click on to open the desired Pay Distribution to be edited

4. Click on Save to accept the changes, click on Cancel to not save the changes and return to the Pay Distribution.

# **Delete Pay Distribution**

The Delete function may be used to delete a Pay Distribution.

1. Query for desired Pay Distribution

2. (	Click on the local in the query results
	Confirm ×
	Are you sure you want to delete?
	Cancel Delete
I	

- Click on Delete selected Pay Distribution or Cancel to return to the Pay Distribution Query.
   If employee has more than one Pay Distribution and only one needs to be deleted, they can be selected and deleted by using the Edit option.

# **Pay Distribution Video**

# Payee

<ul> <li>Mass Change</li> <li>Search/View Payee</li> <li>Highlight Viewer</li> <li>Create Payee</li> <li>Edit Payee</li> <li>Delete Payee</li> <li>Payee Video</li> </ul>	
Mass Change	

To add the Mass Change option, please click on the Mass Change documentation link to find the How to Steps: Mass Change

+ Create 🛛 🗷	Mass Change			Q More
	Number	Name	Second Name	Electronic Payment

The Payee option is used to create Payee records that can be used for Single or Multiple Vendors with the same address using a single Vendor Number. The Payroll Item Configuration is connected with a payee. The Vendor Number is stored in the Payee. The Payee holds the address information and Vendor Number while the Payroll Item Configuration option allows you to add, change, delete, or view Payroll Item Company's Information. *A Payee will need to be created first before a Payroll Item Configuration can be added.* 

+ 0	reate									Q ⊞ More D Reset
			Number	Name	Second Name	Electronic Payment	International Code	Number	Extension	Unlisted
۲	ľ	0		OOPSEY UNION DUES						false
۲	Ø	Θ		Charlie Brown Investments						false
۲	ľ	Θ		Pelican Life Insurance						false
۲	ľ	0		medicare testing		true				false
۲	ľ	0		The Venezuela Group						false
۲	ľ	ø		McDonalds Funds						false
۲	C	O		LINCOLN LIFE INSURANCE						false
۲	ľ	0		State Street Bank & Trust						false
۲	đ	Θ		Gaelic Disbursing Company						false
۲	C	O		Unicorn Central Life Ins. Co.						false
۲	ľ	0		Hogwarts Bd. of Education						false
۲	ľ	O		Original Investors Corp						false
۲	ľ	0		S.T.R.S.						false
۲	ľ	O		Flounders Mutual Funds, Inc.						false
۲	ľ	O		Thriving Financial						false
۲	C	0		Clerk/Treasurer						false
۲	Ø	0		Charlie Bone Companies						false

### **Search/View Payee**

The Payee Grid allows the user to search for existing Payee records. You can either enter in the Number or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item you are wanting to view. Example - Name is one of my grid options. If I type in %Stat% (% is used as a wildcard)in the Name field, all occurrences of any Payee that has Sta in the name will appear.

,	You can then click on the 💌 next to the Payee you a	e searching for to view the data relating to this Payee or click on the
t	the record or to delete the record.	
	Core • Payroll • Processing • Reports • Admin • Utilities •	Help v Logout
	Payees	

+ C	reate								Q	🎟 More 🗌 🕽 Rese
			Number	Name	Second Name	Electronic Payment	International Code	Number	Extension	Unlisted
				Sta 🛞						
۲	6	0		State Street Bank & Trust						false
۲	8	0		State of Michigan						false
۲	6	0		STATE TEACHERS RETIREMENT SYS						false

# **Highlight Viewer**

To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:

		_					_					×
+ C	reate						Q		I More	C Reset		
			Number	Name	Second Name	Electronic Payment	International Code	Number		Extensi	Number	002000
											Name	HEALTHY CHOI
۲	ľ	0	000100	Ohio Child Support Ctr		true					Cocord Name	
۲	I	Θ	001271	SCHOOL DISTRICT INCOME TAX							Second Name	
۲	ľ	0	002000	HEALTHY CHOICE INSURANCE								Electronic Payment
۲	I	Θ		20/20 VISION INSURANCE								Address
۲	ľ	0	]	ABC MUTUAL							Street 1	3300 JUMPING JACK RD
۲	I	0	]	AdoptionAssistanceTest		true					Street 2	
۲	ľ	0	]	Aid Assn. for Leprachauns							0.00012	
۲	I	0	]	American Skechers							City	HEARTSVILLE
۲	Ø	0	]	Aqua Life							State	OH
۲	ľ	0	]	Army Reserve Life Assurance Co							Postal Code	44443-
۲	I	0	]	Athena Financial Services								Foreign Address
۲	I	0	]	Charlie Bone Companies								
۲	Ø	0	]	Charlie Brown Investments							Province	
۲	I	0		Child Support Center							Country	
۲	I	Θ	]	City Life Insurance Co.								Phone
۲	I	0		CITY OF STARS INC TAX							International Code	
۲	I	0		Clerk/Treasurer							International Code	
۲	ľ	0		Crayola Colors							Number	
۲	I	0	]	Dependent Care							Extension	
۲	ľ	0		DEW-DROP								Unlisted
۲	I	0		Disney Municipal Court								Fax
۲	ľ	0		Emerald City - Income Tax								
۲	I	0		Enterprise Financial Services							International Code	
۲	ľ	0		Flounders Mutual Funds, Inc.							Number	
۲	I	0		Franklin Turtle							Extension	
۲	ľ	0	Ĵ	Gaelic Disbursing Company								Unlisted
۲	1	Ø		Green Hills Bd of Ed								

### **Create Payee**

- 1. From the Core menu select Payee
- 2. Click on Create
- 3. Enter in the Payee Number, Name, Second Name, If this is to be setup as an Electronic Payment check the appropriate box. Complete Address, <u>Phone and fax information</u>.
- 4. Click on Save

to create the Payee account, click on cancel to not create the Payee and return to the Payee Query.

# **Edit Payee**

 The Payee Grid allows the user to search for existing Payee records. You can either enter in the Code or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item you are wanting to edit. Example -Name is one of my grid options. If I type in %Sta% (% is used as a wildcard) in the Name field, all occurrences of any Payee that has Stat in the name will appear.

e 🗸	Payro	ll 🗸 - F	Processing V Repor	ts 🗸 Admin 🖌 Utilities 🗸					✓ Help ✓ Logout		
es											
<b>+</b> C	reate								Q	I More	D Res
			Number	Name	Second Name	Electronic Payment	International Code	Number	Extension	Unlisted	
				Sta 🛞							
۲	0	0		State Street Bank & Trust						false	
۲	0	0		State of Michigan						false	
۲	0	8		STATE TEACHERS RETIREMENT SYS						false	

2. You can then find the Payee you are wanting to edit and Click on *statement* to edit the Payee.

- 3. Make desired changes
- 4. Click on Save to save desired changes to Payee, click on O Cancel to not posted changes and return to the Payee grid.

Number		
Name	State Street	Bank
Second Name		
	Electronic	Payment
	Address	
Address		
	Street 1	C/O Miles Funds
	Street 2	P.O. Box 23423
	City	Boston
	State	MA
	Postal Code	23423-4234
		Foreign Address
	Province	
	Country	
	Phone	
International Code		
Number		
Extension		
LAGUSION	Unlisted	
	Fax	
International Code		
Number		
Extension		

# **Delete Payee**

1. The Payee Grid allows the user to search for existing Payee. You can either enter in the Code or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item you are wanting to edit. Example - Name is

one of my grid options. If I type in %Sta% (% is used as a wildcard)in the Name field, all occurrences of any Payee that has Stat in the name will appear.

e 🗸	Payro	ll 🗸 – F	Processing v Repo	rts 🗸 Admin 🗸 Utilities 🗸					✓ Help ✓ Logout		
es											
<b>+</b> C	reate								Q	I More	D Rese
			Number	Name	Second Name	Electronic Payment	International Code	Number	Extension	Unlisted	
				Sta 🛞							
۲	0	0		State Street Bank & Trust						false	
۲	6	8		State of Michigan						false	
	8	8		STATE TEACHERS RETIREMENT SYS						false	

2. Find the Payee you are wanting to delete and Click on to delete the Payee.

Committe	^	
Are you sure you want to delete?		

Cancel

3. Click on "delete" to confirm deletion

if you do not want to delete this Payee click

Cancel

### **Payee Video**

# **Pay Group**

• S • H • C • E • P	<ul> <li>Mass Change</li> <li>Search/View Pay Groups</li> <li>Highlight Viewer</li> <li>Create Pay Groups</li> <li>Edit Pay Groups</li> <li>Delete Pay Groups</li> <li>Pay Group Video</li> </ul>

#### Mass Change

To add the Mass Change option, please click on the Mass Change documentation link to find the How to Steps: Mass Change

+ Create	If Mass Change		Q mone D
	Code	Description	

The function of pay groups is to divide employees into logical groups in order to apply mass changes to employee information, process payroll and generate reports.

The Pay Group module allows you to add, modify, or delete Pay Group Codes and Descriptions. Pay Group Codes must be established with this module before other USPS programs can access these codes.

Pay	Groups													
	◆ Create Q													
				Code	Description	Job Calendar Type	Job Calendar Description							
						%12%								
	۲	3	0	11	12 CERT	12N	NON-CERTIFIED - 12 MONTH UNION							
	۲	8	0	5	12 MO. NON-CERT.	12N	NON-CERTIFIED - 12 MONTH UNION							

### **Search/View Pay Groups**

The Pay Group Grid allows the user to search for existing pay groups. You can either enter in the Number or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you are wanting to view,edit or delete. Example - Job Calendar Type is one of my grid options. If I type in %12% as a wildcard in the Job Calendar Type field, all occurrences of any job calendar
that contains 12 in the name will appear. You can then click on the Line I next to the Pay Group record you are searching for to view the data
relating to this pay group or click on the <i>is</i> to edit the record or <i>is</i> to delete the record. The Advanced Search option can be utilized
by clicking on the upper right side of the grid.

# **Highlight Viewer**

To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:

ay Grou	os							
+ 0	reate					Q I More D Rese		3
			Code	Description	Job Calendar Type	Job Calendar Description		Job Calendar
							Job Calendar	ADM - 12 MO
۲	I	Θ	\$\$	None				David Carava
۲	Ø	0	1	ADMINISTRATORS	ADM	12 MONTH ADMINISTRATORS		Pay Group
۲	Ø	0	10	DO NOT DELETE, TESTING PAYGRP	091	NON-CERTIFIED 9 MONTH 1 DAY	Code	1
۲	Ø	0	2	CERT. EMPLOYEES			Description	ADMINISTRAT
۲	ß	0	3	9 MO. NON-CERT				
۲	ß	0	4	10 MO. NON-CERT.				
۲	Ø	0	5	12 MO. NON-CERT.	12N	NON-CERTIFIED - 12 MONTH UNION		
۲	ß	0	6	NON-UN NON-CERT.				
۲	ß	0	7	CERTIFIED SUBS				
۲	ß	0	8	NON-CERT SUBS				
۲	2	0	9	SUPPLEMENTAL				

# **Create Pay Groups**

- 1. From the Core menu select 'Pay Groups'
- Click on
   Enter in desired information for the New Pay Group

Pay Group	+ ×
Save O Cancel	
Job Calendar	.
Job Calendar	
~	
Pay Group	.
Code! Description	
	·
	_

Pay Group Code is a required field.

5. Click on Save to post the Pay Group to the system, click on Cancel to not post the Pay Group and return to the Pay Group grid.

### **Edit Pay Groups**

Only fields that are allowed to be edited will be displayed.

- 1. Search desired Pay Group on grid
- 2. Click on *constant* to edit the Pay Group
- 3. Make desired changes
- Save to save desired changes to , click on O Cancel to not post changes and return to the Pay Group grid. 4. Click on

#### **Delete Pay Groups**

- 1. Search desired Pay Group to delete
- 2. Click on to delete the Pay Group.
- 3. Click on "delete" to confirm deletion.

Confirm	×
Are you sure you want to delete?	
Cancel Delete	

### Pay Group Video

### **Payments**

- Highlight Viewer
- Search/View Payroll
- Search/View Payee
- Re-issue payments in Check Register
- Void/Un-void Payroll, Payee and Refund Payments
- Check Register
- Void
- Un-void
- Check Reconcile/Unreconcile/Auto-Reconcile/Payment Reconcile Extract •
  - Reconcile
    - Unreconcile
    - Auto-Reconcile
      - Sample Automatic Payment Reconciliation setup
      - Example of CSV file
        - Auto-Reconciliation Summary
        - Automatic Check Reconciliation Summary Report
    - Payment Reconcile Extract
    - Extract Reconciliation File setup
      - Example of a Payment Reconcile Extract File •
        - Payment Reconciliation Extraction Report
- Payroll and Payee Payment Checks
  - Print Checks
  - Resequence
- Refund Payment Checks
- **Direct Deposits**
- Payments Video

Payments has 5 options - Payroll, Payee and Refund Payments, Check Register and Payee Payment Checks.

Payroll Payments are the Payroll checks or direct deposits for employees that were paid. These can then be Voided and Un-Voided at this point.

Payee Payments are the Deductions paid out. In this option, Payee's can be Voided and Un-Voided.

Refund Payments are refund of deductions that were paid separately from a Regular Payroll. These can be Voided or Un-voided.

The **Check Register** program is designed to automatically reconcile a district's payroll and deduction company checks, **Void** or **Unvoid** payroll, direct deposit, electronic transfer, deduction checks or refund of deduction checks. The program handles **Reconciliation** of single checks or ranges of checks. A reverse reconciling option **(Unreconcile)** is also available for checks that are reconciled in error and must be reversed. The program also consists of two options, Auto-Reconcile and Payment Reconcile Extract. The **Auto-Reconcile** option, reconciles the checks on the file returned by the bank or created from sources outside the payroll system (such as EXCEL, ACCESS, LOTUS). The import file must be saved in either a sequential, comma separated value, (CSV) or a TAB delimited format. The **Payment Reconcile Extracts** outstanding check information and copies it to a file in a format that can be used by the district's bank.

**Payroll Payment Checks** are the list of just checks paid to the employees. These can be Voided, Un-voided and Re-issued. The Print Checks option is for creating the Output Form Files for printing and Resequence Check option is for renumbering checks if damaged or entered in wrong. The 'Old Checks' can be Voided during this time.

**Payee Payment Checks** are a list of Payee Check paid to companys. These can be Voided, Un-voided and Re-issued. The Print Checks option is for creating the Output Form Files for printing and Resequence Check option is for renumbering checks if damaged or entered in wrong. The 'Old Checks' can be Voided during this time.

The **Refund Payment Checks** are the list of deduction checks refunded separately from an employee's regular payroll. These can be Voided, Un-voided and Re-issued. The Print Checks option is for creating the Output Form Files for printing and Resequence Check option is for renumbering checks if damaged or entered in wrong. The 'Old Checks' can be Voided during this time.

The Direct Deposits option are a list of Direct Deposits and Electronic Transfer items.

An error is issued and the check will not be reconciled if the:

- check is a direct deposit
- check is already reconciled
- check is already voided
- bank check number is invalid
- check amount is not numeric
- check was voided by bank
- void code and flag do not match
- check amounts do not match

In order to extract data in a form that can be read by the bank, a special initialization file must first be created by your DAS. This file is required for both export and import of data. The initialization file is required since different banks may have different formats for the data.

Payroll Payments	Payee Payments	Refund Payments	Check Register	Payroll Paymer	nt Checks	Payee Payment Checks	Refund Payment Checks	Direct Deposits				
Void Un-v	void									Q	III More	D Reset
	Number			v	oided Date	Employ	ee Number		Last Name	First Name	Pay Date	
				50.000			2020		0.005	0151111		
<u> </u>				501689		9/9/9	1919		CLOSE	GLENN	04/30/2004	~
L <u>*</u>				501688		88888	8989		CHILDS	JULIA	04/30/2004	_
□ <u>*</u>				501687		88888	8888		ALLEN	TIMOTHY	04/30/2004	
□ <u>±</u>				501686		65656	5656		EDWARDS	ANTHONY	04/30/2004	
□ <u>*</u>				501685		44444	4444		KRAMER	KOSMO	04/30/2004	
				501684		23232	3232		TAYLOR	ELIZABETH	04/30/2004	
L 🕹				501682		23232	3232		TAYLOR	ELIZABETH	04/15/2004	
				501681		44444	4444		KRAMER	KOSMO	04/15/2004	
L 🕹				501680		77777	7777		GREENSPAN	ALAN	04/15/2004	
L 🛓				501679		65656	5656		EDWARDS	ANTHONY	04/15/2004	
L 🕹				501678		55555	5554		CONNERY	SEAN	04/15/2004	
L 🛓				501677		97979	7979		CLOSE	GLENN	04/15/2004	
L 🕹				501676		88888	8989		CHILDS	JULIA	04/15/2004	
L 🕹				501675		88888	8889		BROCKOVICH	ERIN	04/15/2004	
L 1				501674		88888	8888		ALLEN	TIMOTHY	04/15/2004	
L 🕹				501673		88888	8889		BROCKOVICH	ERIN	02/21/2003	
L 🕹				501672		23232	3232		TAYLOR	ELIZABETH	04/25/2003	
□ <u>*</u>				501671		EMPV	/ITHID		HAWN	GOLDIE	04/25/2003	

### **Highlight Viewer**

To use the 'Highlight Viewer' for Payroll and Payee Payments, select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:

/oid	Un-v	bid			Q	More DR	eset										
		Number -	Voided Date	Employee Number	r Last Name	First Name		Number		Pay Date		Employee Nu	umber	Last Name	First Name		
								501688		4/30/04		888888989	E	CHILDS	JULIA		
	±	501689		979797979	CLOSE	GLENN		Net		Gross		Earned Incor	ne Credit	Odjfs Applicable Gross	Odjfs Gross		
	*	501688		888888989	CHILDS	JULIA			986.34	1,11	5.38		0	.00			
	±.	501687		888888888	ALLEN	TIMOTHY		Personal Accum Sin	e Last	Personal Adju	stment	Personal Bal	ance	Sick Accum Since Last Pay	Sick Adjustm	ent	
	±.	501686		656565656	EDWARDS	ANTHONY		Pay			3.00		0	.00 0	.00	5.00	
	±.	501685		44444444	KRAMER	KOSMO			0.00								
	*	501684		232323232	TAYLOR	ELIZABETH		Sick Balance Va		Vacation Accum Since Last		Vacation Adjustment		Vacation Balance	Voided		
	±	501682		232323232	TAYLOR	ELIZABETH			46.00	ray	0.00	20.00		.00 0	.00		
	±.	501681		44444444	KRAMER	KOSMO			0.00								
	*	501680		777777777	GREENSPAN	ALAN		Payment Transactions									
	±	501679		656565656	EDWARDS	ANTHONY											
	*	501678		555555554	CONNERY	SEAN		Number Transaction Type				nsaction Date	Amount	Status	Reconciled Date	Voided Date :	
	*	501677		979797979	CLOSE	GLENN		501688 Direct Deposit 04/30/2004 986.34 DirectDeposit									
	*	501676		888888989	CHILDS	JULIA		Positions Paid									
	*	501675		88888889	BROCKOVICH	ERIN											
	±.	501674		888888888	ALLEN	TIMOTHY		Position Number				- Positi	on Description			Gross	
	±	501673		88888889	BROCKOVICH	ERIN						1 HEA	DCOOK			1,115.38	
	±.	501672		232323232	TAYLOR	ELIZABETH		Pay Amounts Paid									
	*	501671		EMPWITHID	HAWN	GOLDIE											
	±.	501670		777777777	GREENSPAN	ALAN		Units	Rate		Description				Amo	ount	
	*	501669		656565656	EDWARDS	ANTHONY		10.00		156.757						1,567.57	
	*	501668		111111122	PUBLIC	JOHN		10.00		156.757						1,567.57	
	*	501667		555555554	CONNERY	SEAN		0.00		0.000						-2,019.76	
	±	501666		979797979	CLOSE	GLENN		Pay Accounts Cha	rged								
	±	501665		888888989	CHILDS	JULIA											
	±	501664		232323232	TAYLOR	ELIZABETH		Expenditure Account							Amount Ch	narged 3	
	±	501663		999999998	PITT	BRADLEY		006-3120-560-00	00-000000	0-006-00-000						1,115.38	
	*	501662		666666666	MOORE	DEMI		Payroll Items Paid									
	<b>_</b>	501661		44444444	KRAMER	KOSMO	$\sim$	. ayron noms Palo									

# Search/View Payroll

Payroll query allows the user to search for existing Employee's Paycheck/Direct Deposit paid, on the system.

Payroll Payments	Payee Payments	Refund Payments	Check Register	Payroll Payr	nent Checks	Payee Payment	Checks Re	efund Payment Checks	Direct Deposits					
Void Un-vo	DID											Q	I More	• Reset
	Number			•	Voided Date		Employee Nu	umber		Last Name	First Name		Pay Date	
				501689			979797979	9		CLOSE	GLENN		04/30/2004	
□ ±				501688			888888989	9		CHILDS	JULIA		04/30/2004	
□ ±				501687			88888888	3		ALLEN	TIMOTHY		04/30/2004	
□ <u>±</u>				501686			656565656	3		EDWARDS	ANTHONY		04/30/2004	
□ ±				501685			44444444	1		KRAMER	KOSMO		04/30/2004	
□ <u>★</u>				501684			232323232	2		TAYLOR	ELIZABETH		04/30/2004	
□ <u>±</u>				501682			232323232	2		TAYLOR	ELIZABETH		04/15/2004	
□ ±				501681			44444444	1		KRAMER	KOSMO		04/15/2004	
□ <u>★</u>				501680			דדדדדדדד	7		GREENSPAN	ALAN		04/15/2004	
□ <u>★</u>				501679			656565656	3		EDWARDS	ANTHONY		04/15/2004	
				501678			555555554	1		CONNERY	SEAN		04/15/2004	
□ ±				501677			979797979	9		CLOSE	GLENN		04/15/2004	
□ ±				501676			888888989	9		CHILDS	JULIA		04/15/2004	

To add more detail to the query, click on the  $\equiv$  in the lower right hand corners of each section.
ersonal Accum Sin	ce Last	Personal Adj	justment	Personal	Balance		Sick A	ccum Since Last Pay	Sick Adjustm	nent
ау			0.00			0.00		0.	00	2.00
	0.00									
ck Balance		Vacation Acc Pay	cum Since Last	Vacation	Adjustmen	ıt	Vacati	on Balance	□ Voided	
	-0.75	,	0.00			0.00		0.	00	
			0.00							
ayment Transac	tions									
Number	Tran	saction Type	Tran	saction Date	e Amo	unt St	tatus		Reconciled Date	Voided Date E
5016	87 Dire	ct Deposit	04/3	30/2004	1,3	381.60 D	irectD	eposit		
aitione Daid										
ISILIONS Palu										
Position Number			•	Position D	escription					Gross
			1	INDUST	RIAL ART	S TEACHE	R	id		
								<ul> <li>Position Number</li> </ul>		
y Amounts Paid	1						-	<ul> <li>Position Descript</li> </ul>	ion	
Units	Rete		Description					<ul> <li>Gross</li> <li>HistoricalEmploy</li> </ul>	eePav Emplovee	Number
1.00	Nate	223 844	Description					Name Last Name	een ay <u>Linpie</u> yee	
0.00		0.000					_	Name First Name	9	
0.00		0.000					_	Name Suffix	me	
y Accounts Cha	arged						_	HistoricalEmploy	eePay Net	
-							_	HistoricalEmploy	eePay Gross	
Expenditure Accoun	1							HistoricalPayroll	Description	
	100-000000	J-004-00-000	)				_	HistoricalPayroll	Pay Date	
001-1110-640-00								HistoricalPayroll	Pay Plan	
001-1110-640-00 ayroll Items Paid	1							HistoricalPayroll	Suppress Volunt	any Deductions
001-1110-640-00 ayroll Items Paid	I									ary Deductions
001-1110-640-00 Iyroll Items Paid	Code	Descrip	tion Applicable	e Gross	Amount	Employer A	moun	HistoricalPayroll	Ignore Direct De	posit
001-1110-640-00 ayroll Items Paid Type Federal Tax	Code 001	Descrip	otion Applicable	e Gross 655.45	Amount 197.00	Employer A	moun 0.00	HistoricalPayroll 0.00	Ignore Direct De 0.00	posit 0.00
001-1110-640-00 <b>ayroll Items Paid</b> Type Federal Tax Ohio State Tax	Code 001 002	Descrip	otion Applicable	e Gross 655.45 655.45	Amount 197.00 58.60	Employer A	moun 0.00 0.00	HistoricalPayroll 0.00 0.00	Ignore Direct De 0.00 0.00	posit 0.00
001-1110-640-00 ayroll Items Paid Type Federal Tax Ohio State Tax City Tax	Code 001 002 003	Descrip	otion Applicabl	e Gross 655.45 655.45 825.19	Amount 197.00 58.60 18.25	Employer A	moun 0.00 0.00 0.00	HistoricalPayroll 0.00 0.00 0.00	Ignore Direct De 0.00 0.00 0.00	0.00 0.00 0.00
001-1110-640-00 ayroll Items Paid Type Federal Tax Ohio State Tax City Tax STRS	Code 001 002 003 450	Descrip	otion Applicable 1,1 1,1 1,1 1,1	e Gross 655.45 655.45 825.19 825.19	Amount 197.00 58.60 18.25 0.00	Employer A	moun 0.00 0.00 0.00 55.53	HistoricalPayroll 0.00 0.00 0.00 0.00 0.00 0.00	Ignore Direct De 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00

# Search/View Payee

Payee query allows the user to search for existing Electronic Transfers and Payee Checks paid on the system.

Payroll Payme	nts Payee Payments	Refund Payments	Check Register	Payroll Payment Checks	Payee Payment Chec	Refund Payment Check	Direct Deposits				
Void U	In-void								Q	I More	D Reset
	Number					Name On Payment				Voided Date	
					10265	HEALTHY CHOICE INSUR	NCE				
					10262	HOLLYWOOD-DEPT. OF	XATION				
					10260	SCHOOL DISTRICT INCO	E TAX				
2					10259	SCHOOL DISTRICT INCO	E TAX				
2					10258	HEALTHY CHOICE INSUR	NCE				
					10257	tesing dednam					
					10256	SCHOOL EMPLOYEES R	RIEMENT SY				
					10255	SCHOOL EMPLOYEES R	FIREMENT SY				
2 L					10254	HOLLYWOOD-DEPT. OF	XATION				

After the user has selected the Payee to view, a box will open up on the right, displaying Electronic Transfer or Deduction Check information:

id e62d97dd-0253- Name HOLLYWOOD-E	Number 10262 Second Name	Name On Payment HOLLYWOOD-E		Second Name On Payment	Number	
Address						
Street 1	Street 2	City		State	Postal Code	
1234 COLLINGWOOD BLVD.	address	HOLLYWOOD		OH	55555-	
Ecreign Address	Province	Country		Street 1	Street 2	
Poreign Address				1234 COLLINGWOOD BLVD.	address	
City	State	Postal Code		C Earoign Address	Province	
HOLLYWOOD	OH	55555-	]	Poreign Address		
International Code Phone	Number	Extension		Unlisted		
International Code Payment Transactions	Number	Extension		Unlisted		
Number	Transaction Type	Transaction Date	Amount	Status	Reconciled Date	Voided Date =
10262	Deduction Check	09/15/2003	74.22	2 Paid	✓ Number	
					id Transaction Tyr Transaction Da Amount Status Reconciled Date BankAccount B BankAccount B	e ank Account # ank Account

# **Re-issue payments in Check Register**

To Re-issue a payment, the check will need to be Voided first and then can be Re-issued with the next available number. The New Check Number will automatically be filled in. A Reissue date will need to be entered. *A payment can only be reissued as a check for now.* 

Messages	+ ×
O Error - Re-issuing Payment 1000027 failed. Errors: Payment transaction must be voided prior to re-issue	

Void Payments	+ ×
Void Date	
✓ Confirm	Ø Cancel

#### Messages

✓ Info - Check 10245 voided. Transaction Date: 10/12/2001 Void Date: 06/13/2017

10247	Payroll Check	10/26/2001	322.41	Paid		
10245	Payroll Check	10/12/2001	322.41	Void	06/13/2017	



David Da

Messages + X Info - Check 10245 re-issued as check 10274. Transaction Date: 06/13/2017

	ujion i uj	inclus rujeer dynems recland ruji	Oncek ridg	gister ruyroin uyment oneeks	r ayee r ayment oncer	Telena raymen	n oncei	Career Deposits				
Ē												
				1 ( D 1 D 1 D								
	Void	Un-void Re-issue Reconcile Unr	reconcile Auto-Re	econcile   Payment Reconcile E	extract					Q	I More D Rese	st.
		Number	Transac	tion Type		Transaction Date	•	Amount	Status	Reconciled Date	Voided Date	
1			10274 Payroll	I Check		06/13/2017		322.41	Paid			

# Void/Un-void Payroll, Payee and Refund Payments

Select item to Void/Un-void by clicking on the item number and select Void or Un-Void. Enter in the date for t void:	Payroll Payments	Payee Payments	Refund Payments	Check Register	Payroll Payr	nent Checks F	Payee Payment Checks	Refund Payment Check	Direct Deposits						
Select item to Void/Un-void by clicking on the     Void Payments     + ×   Void Date   ③ 3/22/17]     Ocancel															
Nees Void Date     Void Date     3/22/17]     Confirm     Cancel     Void Cancel     Confirm     Void Cancel     Confirm     Cancel     Confirm     Cancel     Confirm	Void Un-void												Q	I More	D Reset
Image: sole of the sole	N	lumber			•	Voided Date	Emplo	yee Number			Last Name		First Name	Pay Date	
Select item to Void/Un-void by clicking on the rest to the item number and select Void or Un-Void. Enter in the date for the void:	_ ±				501689		9797	97979			CLOSE		GLENN	04/30/2004	
Select item to Void/Un-void by clicking on the item number and select Void or Un-Void. Enter in the date for t void:          Void Payments       + ×         Void Date       3/22/17]         Image: Confirm       Image: Confirm															
Select item to Void/Un-void by clicking on the next to the item number and select Void or Un-Void. Enter in the date for t void: Void Payments + × Void Date 3/22/17 Confirm @ Cancel															
Void Payments + × Void Date 3/22/17 Confirm Ø Cancel	Select iten	n to Void	/Un-void	by clicki	na on i	the <b>h</b>	nex	t to the item	number a	and select	t Void or	Un-Vo	id. Enter	in the date fo	r the
Void Payments + × Void Date 3/22/17	/oid:			.,											
Void Payments + × Void Date ∰ 3/22/17															
Void Payments + × Void Date 3/22/17 Confirm @ Cancel	Maid Da		10												
Void Date 3/22/17	Void Pa	ayments		-	- ×										
Void Date 3/22/17															
Void Date 3/22/17															
Void Date 3/22/17															
Confirm Cancel Cancel	Vaid	Data D	0 2/22/4	71											
Confirm O Cancel	Void	Date	3/22/1	1											
Confirm Ø Cancel		_													
✓ Confirm Ø Cancel															
Contrel		Confirm		Concol											
	•	Commit		Cancer											

Click on 'Confirm' to Save or 'Cancel' to exit.

Will receive a message stating 'Info - Payment 501689 voided':

+ X

Me	essages	+ X
	✓ Info - Payment 501689 voided	_
	International of topo voluce.	

Void	Void Un-void Draw										
		Number -	Voided Date	Employee Number	Last Name	First Name	Pay Date				
	±	501689	06/13/2017	979797979	CLOSE	GLENN	04/30/2004				

To Un-Void, click on the

next to the Voided item. This will remove the Voided Date:

Void	Un-v	rold						Q	I More	D Reset
	Number			Voided Date		Employee Number	Last Name First Name		Pay Date	
<b>V</b>	*		501689	06/13/2017		979797979	CLOSE	GLENN	04/30/2004	

### **Check Register**

The Check Register has the options to:

.

- Void
- Un-Void
- Re-issue
- Reconcile
- Unreconcile
- Auto-Reconcile
- Payment Reconcile Extract

Payroll P	Payments	Payee Payments	Refund Payments	Check Register	Payroll Payment Checks	Payee Payment Che	cks Refund Payme	nt Chec	ks Direct Deposits					
Void	d Un-vo	id Re-issue Re	concile Unreconcile	Auto-Reconcile	Payment Reconcile Ex	tract						Q	I More	D Reset
	Number	e		Transaction Type	· ·		Transaction Date	-	Amount		Status	Reconciled Date	Voided Date	
			10274	Payroll Check			06/13/2017		32	2.41	Paid			
			10268	Payroll Check			04/30/2004		4,26	6.18	Paid			
			10269	Payroll Check			04/30/2004		3,49	6.10	Paid			
			10271	Payroll Check			04/30/2004		42	1.16	Paid			
			10266	Payroll Check			04/15/2004		33	3.14	Paid			
			10273	Refund Of Dedu	ction Check		04/10/2004		5	0.00	Paid			
			10262	Deduction Check	k		09/15/2003		7	4.22	Paid			
			10261	Payroll Check			04/25/2003		32	7.14	Paid			

# Void

# To Void and Un-Void a check/direct deposits, select the item and then click

on Void/Un-void:

Void	Un-void Re-issue Reconcile Unreconcile	Auto-Reconcile Payment Reconcile Extract					Q	I More D Reset
	Number	Transaction Type	Transaction Date	•	Amount	Status	Reconciled Date	Voided Date
	10274	Payroll Check	06/13/2017		322.41	Paid		
	10268	Payroll Check	04/30/2004		4,266.18	Paid		
	10269	Payroll Check	04/30/2004		3,496.10	Paid		
Ente	r in the Void Date and Cl	ick on Confirm to S	ave or	Са	ancel to no	ot save.		

Void Checks	+ X
Void Date 3/14/17	7
✓ Confirm 00	Cancel

M	lessages	+ 3	×
	✓ Info - Check 10268 voided. Transaction Date: 04/30/2004 Void Date: 06/13/2017		
		_	

The Status will change from 'Paid' to 'Void':

Void	Un-void Re	e-issue	Reconcile	Unreconcile	Auto-Reconcile	Payment Reconcile Extract					Q	I More	D Reset
	Number				Transaction Type		Transaction Date	-	Amount	Status	Reconciled Date	Voided Date	
				10274	Payroll Check		06/13/2017		322.41	Paid			
				10268	Payroll Check		04/30/2004		4,266.18	Void		06/13/2017	

# **Un-void**

To Un-void a check/direct deposit, select the item and click on Un-void:

_	1					Y											
Voi	i Un-	void R	econcile	Unreconcile	Auto-Reconc	le 📋 Payment Re	econcile Extract						Q		I More	D Rese	t j
	Num	ber				Transaction Type		Transaction Date	Amount		Status	Reconciled Date		Voided	Date		
					21541	Group Deduction		12/21/2012	36	3.00	Reconciled	12/31/2012					
<ul> <li>✓</li> </ul>					21683	Pavroll Check		12/20/2013	42	21.11	Void			03/14/	2017		

#### The status will change from 'Void' to 'Paid':

Void	Void Un-void Reconcile Unreconcile Auto-Reconcile Payment Reconcile Extract												່ງ Reset
	Number		Transaction Type		Transaction Date	Amount		Status		Reconciled Date	V	oided Date	
	21541 Group Deduction				12/21/2012		363.00	Reconciled		12/31/2012			
	21692 Payroll Check 12/20/2012					421 11	Paid						

# Check Reconcile/Unreconcile/Auto-Reconcile/Payment Reconcile Extract

The Check Reconcile program handles reconciliation of single checks or ranges of checks. A Unreconciling option is also available for checks that are reconciled in error and must be reversed.

The 'Auto-Reconcile' option is designed to automatically reconcile a district's payroll and deduction company checks. The 'Payment Reconcile Extract' option extracts outstanding checks information and copies it to a file in a format that can be used by the district's bank.

Note: Electronic transfer checks are automatically set to reconciled status when created. An error will occur if these check types are entered in either the reconcile or reverse reconcile modes of the program.

#### Reconcile

Void	Un-void Re-i	ssue Reconcile	Unreconcile	Auto-Reconcile	Payment Reconcile Extract					Q	III M	ore 🛛 🕽	Reset
	Number			Transaction Type		Transaction Date	Amount		Status	Reconciled Date	Voided Da	te	
<b>V</b>	10264 Payroll Check					02/21/2003	679	9.21	Paid				

Reconcile Payments + ×	
Reconcile Date * 6/14/17	
Reconcile Ø Cancel	
Messages	+ X
✓ Info -	
Payments reconciled: 1	

Void	Un-void Re-	sue Reconc	le Unreconcile	Auto-Reconcile	Payment Reconcile Extract					٩		I More	D Reset
	Number			Transaction Type		Transaction Date	4	Amount	Status	Reconciled Date	Void	ed Date	
			10264	Payroll Check		02/21/2003		679.21	Reconciled	06/14/2017			

#### Unreconcile



	,			_										,
Void	Un-void	Re-issue	Reconcile	Unreconcile	Auto-Reconcile	Payment Reconcile Extract						Q	I More	D Reset
	Number				Transaction Type		Transaction Date	4	Amount	Statu	atus	Reconciled Date	Voided Date	
<b>V</b>				10264	Payroll Check		02/21/2003		679.21	Rec	econciled	06/14/2017		

Void	Un-void Re-issue Reconcile Unreconcil	Auto-Reconcile Payment Reconcile Extract				Q	I More D Reset
	Number	Transaction Type	Transaction Date	Amount	Status	Reconciled Date	Voided Date
	1026	Payroll Check	02/21/2003	679.21	Paid		

#### **Auto-Reconcile**

The district must first create an initialization file in **System/Automatic Payment Reconciliation** option, that will define all the data that is to be extracted and placed on the sequential file to be sent to the bank. This initialization file will also define all data that is returned from the bank to be reconciled by the district.

The File Format must be equal to one of the following:

- CSV Indicating comma separated delimited file
- Fixed Length All information is formatted with either valid data or spaces. Fixed Length fields are filled with spaces to a specified width. Each field has an offset from the start of the line, and a length in number of characters.
  - Example:
    - SMITH, TODD 10004A 12000.00 155 ESTELLINE RD.
    - 123456789012345678901234567890123456789012345678901234567890
      - The start of the Name field is at position 1 and the length is 24. The Number field starts at position 25 and its length is 6. Notice how the name starts at character position 1, and there is room for a long name, although not all of the space is used with this one. The length of the name field is 24 characters. Then the account number starts at character position 25 in the file, and is 6 characters wide. When you import Fixed Length files, you will need to know the starting position and width of every field you want to import.

The Automatic Payment Reconciliation file can include these data fields to be extracted and imported, the starting position of the data within each record, the field length, picture, and field type as shown below:

Field Types options -

- Amount
- Bank Account

- Check Date
- Check Day
- Check Month
- Check Number
- Check Year
- Payee AddressPayee Name
- Void Flag

	test
The Import Fields can be saved using the 'Saved Formats' option. Once saved, clicked on	

type and click on

#### Sample Automatic Payment Reconciliation setup

Load

Import CS Fixe	t File T V ed Lei	ype ngth		Saved Formats test	Load
Import	t Fields	3			
		Field	Length	Format	
8	+	Check Number 🔹	9	([0-9]+)	
0	+	Amount	12	([0-9\]+)	
0	+	Check Date 🔹	10	([0-1][0-9]/[0-3][0-9]/[0-9]{4})	
<b>~</b> 9	Save	Reset			

٠

, select file

#### Example of CSV file

(the Field Name titles are not necessary for exporting or importing. File will indicate 'Failed Checks', 'Check Null' unable to determine check number from record', on the Summary report created):

	А	В	С	D
1	21887	24.53	11/1/2016	
2	21896	320.22	12/15/2016	
3	21894	243.19	12/15/2016	
4	21898	210.12	12/15/2016	
5	21897	120.00	12/15/2016	
6	21890	210.12	11/15/2016	
7	21891	210.12	12/1/2016	
8	21895	308.27	12/15/2016	
9	21901	210.12	2/1/2017	
10	21900	210.12	1/15/2017	
11	21889	21.40	11/1/2016	
12	21888	210.12	11/1/2016	
13	21899	210.12	1/1/2017	
14	21892	320.22	12/15/2016	
15	21893	284.70	12/15/2016	
16				

Enter in requested data:

Upload Bank Reconciliation File +					
Reconciliation Date	3/1/17				
Pay Rec Format	test 🔹				
Bank Account	Default Bank Account				
Choose File PA	YREC (2).CSV				
	Upload O Cancel				

Auto-Reconciliation Summary

Auto-Reconcil	iation Summary				+ ×
Records Proc	cessed: 15				
Data Errors:	: 0				
15 Peconcile	ad Chacks				- 1
15 Kecoliciie	11/01/2016	\$24 E2			
21007	12/15/2016	\$224.55			
21090	12/15/2010	\$242.10			
21094	12/15/2016	\$245.19			
21898	12/15/2016	\$210.12			
21897	12/15/2016	\$120.00			
21890	11/15/2016	\$210.12			
21891	12/01/2016	\$210.12			
21895	12/15/2016	\$308.27			
21901	02/01/2017	\$210.12			
21900	01/15/2017	\$210.12			
21889	11/01/2016	\$21.40			_
21888	11/01/2016	\$210.12			•
				+ Download Cummon	Class
l					Close
					-
21888	11/01/2016	\$210.12			
21899	01/01/2017	\$210.12			
21892	12/15/2016	\$320.22			
21893	12/15/2016	\$284.70			
Total recond	iled	\$3,113.37			
0 England Cha	- lee				
0 Failed Che	CKS				-
				La Download Summary	Close
	*	Download Summary		Close	
To Download Sumr	mary, click on		to save report or	to not download ar	nd exit.

Automatic Check Reconciliation Summary Report

#### 3/28/17 2:06 PM

# Automatic Check Reconciliation Summary

#### Automatic Check Reconciliation Summary

Date: 03/28/2017 Time: 2:06 PM Oxford (Demo) Schools

#### **Reconciled Checks**

Check #	Transaction Date	Amount	Clearing Date
21887	11/1/2016	\$ 24.53	11/1/2016
21896	12/15/2016	320.22	12/15/2016
21894	12/15/2016	243.19	12/15/2016
21898	12/15/2016	210.12	12/15/2016
21897	12/15/2016	120.00	12/15/2016
21890	11/15/2016	210.12	11/15/2016
21891	12/1/2016	210.12	12/1/2016
21895	12/15/2016	308.27	12/15/2016
21901	2/1/2017	210.12	2/1/2017
21900	1/15/2017	210.12	1/15/2017
21889	11/1/2016	21.40	11/1/2016
21888	11/1/2016	210.12	11/1/2016
21899	1/1/2017	210.12	1/1/2017
21892	12/15/2016	320.22	12/15/2016
21893	12/15/2016	284.70	12/15/2016
	Tota	al Reconciled	
		\$ 3,113.37	

Payroll Pa	ayments Payee Payments Check Register						
Void	Un-void Reconcile Unreconcile Auto-Recon	cila Payment Reconcile Extract					m More D Reset
Void	Number *2	Transaction Type	Transaction Date - 1	Amount	Status	Reconciled Date	Voided Date
	-						
	21901	Group Deduction	02/01/2017	210.12	Reconciled	03/01/2017	
	21900	Group Deduction	01/15/2017	210.12	Reconciled	03/01/2017	
	21899	Group Deduction	01/01/2017	210.12	Reconciled	03/01/2017	
	21892	Payroll Check	12/15/2016	320.22	Reconciled	03/01/2017	
	21893	Payroll Check	12/15/2016	284.70	Reconciled	03/01/2017	
	21894	Payroll Check	12/15/2016	243.19	Reconciled	03/01/2017	
	21895	Payroll Check	12/15/2016	308.27	Reconciled	03/01/2017	
	21896	Payroll Check	12/15/2016	320.22	Reconciled	03/01/2017	
	21897	Group Deduction	12/15/2016	120.00	Reconciled	03/01/2017	
	21898	Group Deduction	12/15/2016	210.12	Reconciled	03/01/2017	
	21891	Group Deduction	12/01/2016	210.12	Reconciled	03/01/2017	
	21890	Group Deduction	11/15/2016	210.12	Reconciled	03/01/2017	
	21887	Payroll Check	11/01/2016	24.53	Reconciled	03/01/2017	
	21888	Group Deduction	11/01/2016	210.12	Reconciled	03/01/2017	
	21889	Payroll Check	11/01/2016	21.40	Reconciled	03/01/2017	

### **Payment Reconcile Extract**

bid	Un-void Reconcile	Unreconcile	Auto-Reconcil	Payment Reconcile Extract						Q	I More	C Reset
	Number			ransaction Type	Transaction Date	•	Amount	Status	Reconciled Date		Voided Date	
			21901	Group Deduction	02/01/2017		210.12	Paid				
			21900	Broup Deduction	01/15/2017		210.12	Paid				
			21899	Group Deduction	01/01/2017		210.12	Paid				
			21896	Payroll Check	12/15/2016		320.22	Paid				
			21894	Payroll Check	12/15/2016		243.19	Paid				
			21898	Group Deduction	12/15/2016		210.12	Paid				
			21897	Broup Deduction	12/15/2016		120.00	Paid				
			21895	Payroll Check	12/15/2016		308.27	Paid				
			21892	Payroll Check	12/15/2016		320.22	Paid				
			21893	Payroll Check	12/15/2016		284.70	Paid				
			21891	Group Deduction	12/01/2016		210.12	Paid				
			21890	Group Deduction	11/15/2016		210.12	Paid				
			21887	Payroll Check	11/01/2016		24.53	Paid				
			21889	Payroll Check	11/01/2016		21.40	Paid				
			21888	Broup Deduction	11/01/2016		210.12	Paid				

### **Extract Reconciliation File setup**

Page: 1

Specific Date - Date needs to be before the Transaction Date of the check in order for it to be included in the Extract File

Bank Account - This will need to be setup under the Core/Bank Accounts option first.

File Format - The Extract file needs to be created under the System/Automatic Payment Reconciliation Configuration option. (The Import and Extract file can be the same file format).

#### Payment Transaction Type -

- All
- Payroll Check
- Deduction Check
- Group Deduction

Extract Reconciliation File	+	1
Specific Date	3/1/04	
Bank Account	Default Bank Account	
File Format	TEST	
Payment Transaction Type	All	
🛓 Download Extract	Lose Download Extract Report	

#### **Example of a Payment Reconcile Extract File**

	А	В	С	D
1	10269	4/30/2004	3496.1	
2	10271	4/30/2004	421.16	
3	10266	4/15/2004	333.14	
4	10268	4/30/2004	4266.18	
5				

#### Payment Reconciliation Extraction Report

4/27/17 8:59 AM

# **Payment Reconciliation Extraction Report**

# JUNIT CITY SCHOOLS

### Specific Date: 03/01/2004

# **Payment Transaction Types: All**

Check #	Check Date	Check Amount	Check Status	Bank Account #
10269	04/30/2004	3,496.10	Paid	1
10271	04/30/2004	421.16	Paid	1
10266	04/15/2004	333.14	Paid	1
10268	04/30/2004	4,266.18	Paid	1

# **Payroll and Payee Payment Checks**

Have the options to Void, Un-Void, Re-issue and Print Checks and to Resequence checks.

Payroll Payr	ents Payee Payments Refund Payments C	heck Register Payroll Payment Checks	Payee Payment Checks Refund Payment Ch	ecks Direct Deposits			
Void	Un-void Re-Issue Print Checks Resequence	е				Q	More D Reset
	Number	Transaction Type	Transaction Date	Amount	Status	Reconciled Date	Voided Date
	10264	Payroll Check	02/21/2003	679.21	Paid		
	10268	Payroll Check	04/30/2004	4,266.18	Void		06/13/2017
	10245	Payroll Check	10/12/2001	322.41	Void		06/13/2017
	10253	Payroll Check	02/21/2003	33.63	Paid		
	10263	Payroll Check	02/21/2003	327.14	Paid		
	10247	Payroll Check	10/26/2001	322.41	Paid		
	10274	Payroll Check	06/13/2017	322.41	Paid		
	10243	Payroll Check	09/28/2001	322.41	Paid		
	10252	Payroll Check	02/21/2003	327.14	Void		04/14/2004
	10241	Payroll Check	09/14/2001	322.41	Paid		
	10273	Refund Of Deduction Check	04/10/2004	50.00	Paid		
	10261	Payroll Check	04/25/2003	327.14	Paid		
	10269	Payroll Check	04/30/2004	3,496.10	Paid		
	10251	Payroll Check	03/31/2002	327.14	Paid		
	10266	Payroll Check	04/15/2004	333.14	Paid		
	10271	Payroll Check	04/30/2004	421.16	Paid		
	10249	Payroll Check	03/15/2002	327.14	Paid		

#### **Print Checks**

#### Select check(s) to Print

Void	Un-void	Re-issue	Print Checks	Resequence	3				Q	More D Reset
	Number			-	Transaction Type	Transaction Date	Amount	Status	Reconciled Date	Voided Date
<b>~</b>					Payroll Check			Paid		
				10273	Refund Of Deduction Check	04/10/2004	50.00	Paid		

#### Click on the 'Print Checks' option

Print Checks		+	×
Output Format:	<ul> <li>XML (Export)</li> <li>PDF (Print)</li> </ul>		
Bank Account:	Default Bank Account 🗸		
Starting Check Number:			
File Name:	Checks.xml		
	▲ Process Payments		
	Done		

**Output Format: XML (Export)** 

PDF (Print)

Bank Account: Select desired account

Starting Check Number: Enter in check number

File Name: XML (Checks.xml)

PDF (Checks.pdf)

Form: Only is an option for PDF format

Once all selections have been made, click on

▲ Process Payments

Done

or to cancel select

Resequence

Resequence Checks	+ ×
Original Start Number	45027
Original End Number	45032
New Start Number	45060
	Void Old Checks
⊘ Validate 🛛 🛇 F	Post 🖉 Cancel

Enter in Original Start Number of bad checks

Enter in Original End Number of bad checks

Enter in the New Start Number

This is an option to 'Void Old Checks' at the same time they are being Resequenced.

Vlessages	+
✓ Info - Operation: Validation Checks Processed: 6 Parameters Valid: true	
✓ Info - Check number 45027 will be updated to 45060	
✓ Info - Check number 45028 will be updated to 45061	
✓ Info - Check number 45029 will be updated to 45062	
✓ Info - Check number 45030 will be updated to 45063	
✓ Info - Check number 45031 will be updated to 45064	
<ul> <li>Info - Check number 45032 will be updated to 45065</li> </ul>	

If the option to 'Void Old Checks' has been selected, the output Message will be created:



# Messages

+ ×

Into - Operation: Validation Checks Processed: 6 Parameters Valid: true	
✓ Into - Check number 45027 will be voided and 45060 created.	
✓ Info - Check number 45028 will be voided and 45061 created.	
<ul> <li>Info - Check number 45029 will be voided and 45062 created.</li> </ul>	
<ul> <li>Info - Check number 45030 will be voided and 45063 created.</li> </ul>	
<ul> <li>Info - Check number 45031 will be voided and 45064 created.</li> </ul>	
<ul> <li>Info - Check number 45032 will be voided and 45065 created.</li> </ul>	

#### Select 'Post' to create New Checks:

<ul> <li>Info - Operation: Resequence Checks Processed: 6 Parameters Valid: true</li> <li>Info - New Check #45060 created</li> <li>Info - New Check #45061 created</li> <li>Info - New Check #45062 created</li> <li>Info - New Check #45063 created</li> <li>Info - New Check #45064 created</li> <li>Info - New Check #45065 created</li> </ul>	ssages	+ >
<ul> <li>Info - New Check #45060 created</li> <li>Info - New Check #45061 created</li> <li>Info - New Check #45062 created</li> <li>Info - New Check #45063 created</li> <li>Info - New Check #45064 created</li> <li>Info - New Check #45065 created</li> <li>Info - New Check #45065 created</li> <li>Info - Old checks have been voided</li> </ul>	✔ Info - Operation: Resequence Checks Processed: 6 Parameters Valid: true	
<ul> <li>Info - New Check #45061 created</li> <li>Info - New Check #45062 created</li> <li>Info - New Check #45063 created</li> <li>Info - New Check #45064 created</li> <li>Info - New Check #45065 created</li> <li>Info - New Check #45065 created</li> <li>Info - Old checks have been voided</li> </ul>	✓ Info - New Check #45060 created	
<ul> <li>Info - New Check #45062 created</li> <li>Info - New Check #45063 created</li> <li>Info - New Check #45064 created</li> <li>Info - New Check #45065 created</li> <li>Info - Old checks have been voided</li> </ul>	✓ Info - New Check #45061 created	
<ul> <li>Info - New Check #45063 created</li> <li>Info - New Check #45064 created</li> <li>Info - New Check #45065 created</li> <li>Info - Old checks have been voided</li> </ul>	✓ Info - New Check #45062 created	
<ul> <li>Info - New Check #45064 created</li> <li>Info - New Check #45065 created</li> <li>Info - Old checks have been voided</li> </ul>	✓ Info - New Check #45063 created	
<ul> <li>Info - New Check #45065 created</li> <li>Info - Old checks have been voided</li> </ul>	✓ Info - New Check #45064 created	
✓ Info - Old checks have been voided	✓ Info - New Check #45065 created	
	✓ Info - Old checks have been voided	

# **Refund Payment Checks**

F	Payroll Payments	Payee Payments	Refund Payments	Check Register	Payroll Payment Checks	Payee Payment C	Checks Refund Pr	ayment Check	birect Deposits				
	Void Un-void	d Re-issue Pri	nt Checks Reseque	ence							Q	More 🕤	Reset
	Number			Transaction	Туре		Transaction Date	Ar	mount	Status	Reconciled Date	Voided Date	

# **Direct Deposits**

List of Employees Direct Deposits and Electronic Transfers

P	yroll Payment	s Payee Payments	Refund Payments	Check Register	Payroll Payment Checks	Payee Payme	ent Checks	Refund Paymen	t Checks	Direct Deposits					
												Q	E	More 🖸	Reset
	Trans	saction Type		Number			Transaction D	late	Amount		Status	Reconciled Date	Voided Date		
	🛓 Direc	ct Deposit				501654	02/21/2003			100.00	DirectDeposit				
	± Direc	ct Deposit				501589	09/28/2001			50.00	DirectDeposit				^
	± Direc	ct Deposit				501675	04/15/2004			20.00	DirectDeposit				

### **Payments Video**

# **Payroll Accounts**

- Search/View Payroll Accounts
- Create Payroll Accounts
- Delete Payroll Accounts
- -

Payroll Accounts contains pay account records for each Compensation that is entered. When a payroll is processed the accounts entered in Payroll Accounts option are used to complete the USAS charging of the payroll.

oll Ace	counts						
<b>+</b> c	reate					Include Concealed	Q III More D Rese
			Number	Last Name	First Name	Position Number	Position Description
			2222222222	TAVIOR	FLIZADETU		BROW DIRECTOR
۲	8	0	232323232	PULLOCK	SANDDA	1	
۲	8	0	44444444	KRAMER	KORMO	1	SCIENCE TEACHER
۲	8	0	444444444 55555555	CONNERY	ROSMO SEAN	1	SUBERINTENDENT
۲	8	0	555555554	PLINNY	BLICS	1	
۲	8	0	555555555 656565656	FDWARDS	ANTHONY	1	
۲	8	0	666666666	EDWARDS MOORE	DEM	1	
۲	8		777777777	CREENSBAN		1	
۲	8	0	777777779	GLOW	MOR	1	
۲	8		040404040	UNIT4	TERTI	1	lupitator
۲	8	0	040404040		TMOTUV	1	
۲	8		000000000	BROCKOVICH	EDIN	1	
۲	8	0	00000000	CHILDS		1	
۲	8	0	070707070	CHILDS	OLENN.	1	RENCIPAL RENCE
۲	8	0	00000000	DIT	BRADLEY	1	
۲	8	0	5999999990	FILL	COLDIE	1	
۲	10	0		Fuer	Niek	1	Director of Shield
۲	18	0		Fully	INIUK Niele	1	Energianes Mass
۲	8	0	FURYDOOD	Fury	INICK NUCL	2	Preelance werc
۲	8	Θ	FURY00001	Fury	NICK	3	Counter insurgency Consultent

# **Search/View Payroll Accounts**

The Payroll Accounts Grid allows the user to search for existing employee Accounts. You can either enter in the Number or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you are wanting to view or edit. Example - First Name is one of my grid options. If I type in %San% (% is use as a wildcard) in the First name field, all occurrences of anyone with

'San' in the relating to t	first name will appear. You his employee or click on the	can then click on the  to edit the record o	r to delete the re	unt i	record you d:	ı are	searching	for to vie	w the c	lata
+ Create				_ Ir	clude Concealed			Q	I More	D Reset
	Number	Last Name	First Name	•	Position Number	Pos	ition Description			· · · · · ·
			%san%							
• 3 0	333333333	BULLOCK	SANDRA		1	BU	S DRIVER			
Payroll Accou	nts									+ ×
Employee (	#333333333) BULLOCK, SANDRA S		Position (#1) BUS DRIVER	2						

E	Expenditure Account	Rate Type	Status	Leave Projection	Employer Distribution	Charge Amount or Percent	Maximum	Sort Order *
<b>O</b> 2	200414189197100000000500000	Percent	Active	true	false	100.00	0.00	1

# **Create Payroll Accounts**

To create a new pay account for an employee, the employee and Position number must already exist.

Select the Employee and Position number to add the new Payroll Account and click on Continue:

ra)	yroll Accoun	ts					+ ×				
E	Employee *	TAYLOR	R, ELIZ	ABETH S	3 - 23232	23232	~				
F	Position	Position	n Numł	ber: 1, Po	sition De	escription: PR	om 🗸				
		Continu	ue								
_											
	+ Add			<b>D</b>							
ck	on + Add	to add a	a new f	<sup>D</sup> ayroll Acc	ount:						
ick	on + Add	to add a	a new f	Payroll Acc	ount:						
ick yroll Ar v Se Employ	on + Add	to add a	a new f	Payroll Acc	ount:		Position (#1) PROM DIRECTO	R			
ick yroll Ar v Sa Employ	counts we @ Cancel yee (#23232323) TAYLOR Expenditure Account	to add a	a new f	Payroll Acc	ount:	Leave Projection	Position (#1) PROM DIRECTO	R Charge Amount or Percent	Maximum	Sort Order	
ick ayroll Ar Employ	on + Add	to add a	a new F	Payroll Acc	ount:	Leave Projection	Position (#1) PROM DIRECTO	Charge Amount or Percent	Maximum	Sort Order	

1. Select the **Expenditure Account** by clicking on the \_\_\_\_\_:

	Expenditure Account	Rate Type
0	~	•
0	200-4137-143-9470-000000-005-00-000 -	null cent v
	200-4330-891-9330-000000-005-00-000 -	null
+ Add	006-3120-560-0000-000000-006-00-000 -	null
	200-4141-891-9710-000000-005-00-000-	null
	200-4134-891-9440-000000-003-00-000 -	null
	001-2411-512-0000-000000-004-00-000 -	null
	001-2411-144-0000-000000-004-00-000 -	null
	300-4511-490-9500-000000-006-00-000 -	null
	001-2510-512-0000-000000-004-00-000 -	null
	1-	10/20

- 2. The **Rate Type** refers to the method by which this account is to be charged:
  - 1. Percent indicates a percentage of gross to be charged to this account.
  - 2. Fixed indicates a fixed dollar amount to be charged to the account:
    - Restrictions on the use of the Fixed Option are as follows:
      - The purpose of the Fixed Option is to accommodate special funding where a set amount is to be charged to a particular account for a job.
      - Pay accounts for each job must total 100 percent. Therefore if a fixed rate is used, there must be at least one percentage rate record on file for the job totaling 100 percent. Failure to have a percentage rate record or records totaling 100 percent will result in the job not being included in the payroll. Users will receive a warning message in this case.
      - Active fixed rate accounts for a job will be charged first. Once the fixed amount is charged, the active
      - percentage rate account or accounts are then charged based on the percentages assigned.
        Benefits (sick, vacation, jury duty etc.) will not be charged to a fixed amount account.
- 3. **Status** allows the user to set the status of the account. Options are:
  - A Active
  - I Inactive
  - S Specific Miscellaneous
  - M Maximum amount in effect. (Used with fixed rate option only.)

Note: To determine whether an account is active or not the system will check both the Account Status field AND the Pay Start and Stop Dates. A pay account with an inactive status but with an active start date will NOT be charged.

- 4. Leave Projection determines whether or not an account can be used by Leave Projection to charge out the leave entered in
  - CORE/ATTENDANCE:
    - 1. Check if account should be used for Leave Projection?
    - Leave blank if account should not be used for Leave Projection?
- 5. The Employer Distribution determines whether this is a Board Pay Account:
  - 1. Check if account should be used for Board Distribution?
  - 2. Leave blank if account should not be used for Board Distribution?
- 6. The **Charge Amount or Percent** is the percentage or fixed amount that is to be charged to this account. Whether a percentage or fixed amount is entered is dependent on what is entered in the Percent or fixed field.
- 7. The Maximum to charge field contains a maximum dollar amount to be charged to a specific pay account.
- The maximum amount is set up as a declining balance method. This method reduces the maximum to charge field each payroll by the amount set up in the Amount to Charge field until the maximum amount is totally depleted. The system then begins to use the percentage rate accounts. This field operates only when using the fixed rate option and when the Account Status is set to `M' Maximum amount in effect. When the status is set to 'M' and the maximum to withhold equals zero, the account is inactive.
- 8. The Sort Order

# **Delete Payroll Accounts**

Click on in the grid beside the desired account number to be deleted. A confirmation box will appear asking to confirm that the Account will be deleted:

Confirm	×
Are you sure you want to delete?	
Cancel Delete	e

# **Payroll Item**

<ul> <li>Mass Chang</li> </ul>
--------------------------------

- Payroll Items
- Search/View Payroll Item
- Highlight Viewer
- Create a Payroll Item
- Creating a Payroll Item Template Record
- Utilization of a Payroll Item Template Record
- Edit Payroll Items
- Delete Payroll Items
- Payroll Items Video

#### Mass Change

To add the Mass Change option, please click on the Mass Change documentation link to find the How to Steps: Mass Change

<b>+</b> C	reate	C N	lass Change						🗆 In	clude Concealed		Q 🖩 More 🕤 Rese
			Number	Last Name	First Name	Position Number	Code	Type	Name	Rate Type	Rate	Pay Cycle
۲	8	0	55555555	BUNNY	BUGS		001	Federal Tax	MID AM	Tax tables	0.0000	Every pay of the month (even third pa
۲	ß	0	44444444	KRAMER	KOSMO		004	City Tax	CITY OF STARS INC TAX	Percent	0.5000	Every pay of the month (even third pa
۲	8	0	88888889	BROCKOVICH	ERIN		002	Ohio State Tax	TREASURER OF STATE OF OHIO	Tax tables	0.0000	Every pay of the month (even third pa
۲	ß	0	232323232	TAYLOR	ELIZABETH		002	Ohio State Tax	TREASURER OF STATE OF OHIO	Tax tables	0.0000	Every pay of the month (even third pa
۲	8	0	777777777	GREENSPAN	ALAN		692	Medicare Tax	MID AM	Tax tables	1.4500	Every pay of the month (even third pa
۲	8	0	EMPWITHID	HAWN	GOLDIE		801	OSDI Tax	ELMOVILLE SCHOOL DIST. INC. TAX	Percent	0.7500	Every pay of the month (even third pa

# **Payroll Items**

Payrol Items

The Payroll Item module of The Core Menu is used to add, modify or delete Payroll Items for an employee. These may include tax Payroll Items, association dues, health insurance premiums, retirement Payroll Items as well as others.

Before Payroll Items can be added for an employee, the Payroll Item type must be setup first by going to the Core/Payroll Item Configuration program. Please refer to the **Payroll Item Configuration** chapter of this manual for details on setting up Payroll Items.

# **Search/View Payroll Item**

The Payroll Item Grid allows the user to search for existing payroll items for an employee. You can either enter in the Number or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you are wanting to view or edit. Example - First Name is one of my grid options. If I type in %San (% is use as a wildcard) in the First name field, all occurrences of anyone with

San in the first name will appear. You can then click on the	Inext to the Payr	oll Item record you are searching for to view the data
associated with the payroll item or click on the	it the record or	to delete the record.

Create     Induce Conceled     Automet     Last Nume     Automet     Last Nume     Automet     Last Nume     Automet     Last Nume     Automet     Automet     Last Nume     Automet	Payroll It	ems											
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		12		55555554	CONNERY	SEAN		003	City Tax	VILLAGE OF HOLLYWOOD	Percent	1.0000	Every pay of the month (even third pa

# **Highlight Viewer**

To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:

Payroll	tems											
+	Create							🗆 Include Cor	ncealed Q	⊞ More SReset		×
			Number	Last Name	First Name	Position Number	Code	Туре	Name	Rate Type	Туре	City Tax 🔻
		0	55555555	BUNNY	BUGS		001	Federal Tax	MID AM	Tax tables	Rate Type	Percent •
٩	8	0	4444444	KRAMER	KOSMO		004	City Tax	CITY OF STARS INC TAX	Percent	Rate	0.5000
۲	ß	0	88888889	BROCKOVICH	ERIN		002	Ohio State Tax	TREASURER OF STATE OF OHIO	Tax tables	Pay Cycle	Every pay of the month (even third pay)
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٩	ß	0	FURY00001	Fury	Nick		590	SERS Annuity	SCHOOL EMPLOYEES RETRIEMENT SY	Percent	Percent Of Gross	0.00
	8	0	777777777	GREENSPAN	ALAN		688	Medical Savings	MSA DED	Fixed		5.00
٩	ß	0	777777777	GREENSPAN	ALAN		002	Ohio State Tax	TREASURER OF STATE OF OHIO	Tax tables		

# **Create a Payroll Item**

- 1. From the Core Menu select Payroll Items
- 2. Click on Create



4. The Position option is used for Payroll Items by Positions. The user does not have to select a position if the payroll item is for all positions, but can select a Position to apply the Payroll Item if needed.

Payroll Item		
Employee	~	]
Payroll Item	~	]
Position	~	]
	Continue	

4. Fill in data for the new Payroll Item for the employee:

pendent Care Item			
2			
Configuration Code: 640, Dependent Care Configuration Description: Dependent Care	Employee: BROCKOVICH, ERIN H Employee Number: 888888889		
Туре	Rate Type		Rate
Dependent Care 🔻	Fixed <b>v</b>		40.0000
Pay Cycle	Start Date		Stop Date
First pay of the month	Account Number		Last Medified Data
10.00	4561516		6/09
Standard CF			
Date	Code 1		Code 2
fill 5/8/08	GF		WR
Money 1	Money 2		Text
561.00	51.00		TEST
Employee Withholding Max			
Deduct Max Start Date	Max Amount		Specific Date
Specific Date 🔻	600.00		3/7/17
Employer Withholding Max			
Deduct Max Start Date	Max Amount		Specific Date
T			
Error Adjustments			
Error Adjustments			
Amount Description		Date	
5.00		3/7/17	
+			
Ŧ			

Amount	Description	Date		
3.00		3/7/17	Û	
•				
H Configuration				
h Xref Code	ACH Direct Deposit Type		Ach Route Number	

5. Click on Save to post the Payroll Items to the system, click on Cancel to not post the Payroll Items and return to the Payroll Items grid.

# Creating a Payroll Item Template Record

A Payroll Item templat needed on the record	te record can be created by c You can setup multiple temp	licking on the olate records for d	Create button. You will ifferent types of payroll items.	l then populate any recurring Once these fields have beer	field that may be n populated you
can then click on the	Save As Template	button. You will t	hen receive a prompt to		
Save Template	e As	+ ×			
		✓ Save	You will type in the name of y	your template and then click	✓ Save

# **Utilization of a Payroll Item Template Record**

To create a new Payroll Item record using the F	Payroll Item Templates click	+ Create	Select the employee and the	Payroll Item you are
The data that was previously stored when you	created this template will popula	ate on the Payro	llow you to select from the ten Il Item record you are creating	nplate(s) you created. J. You can then add
the remaining Payroll Item data needed and clin	ck 🖌 🗸 Save 🔤 to comp	blete the creatior	n of this record. If you do not w	ant this record saved
you can click the button.				+
Save OCancel			Choose Templa	te: 🔻 Save As Template
Configuration Code: 505, Mickey Mouse Artistry Configuration Description: Annuity	Employee: TAYLOR, ELIZABETH S Employee Number: 232323232			
Type Annuity Pay Cycle	Rate Type V Start Date		Rate 0.0000 Stop Date	
Employer Rate Standard CF	Account Number		Last Modified Date	
Date Money 1	Code 1 Money 2		Code 2 Text	
Employee Withholding Max Deduct Max Start Date T Employer Withholding Max	Max Amount		Specific Date	
Deduct Max Start Date	Max Amount		Specific Date	
Error Adjustments Amount Description	2	Date		
•				

lover Error Adjustments			
Noyel Error Aujustments	Description	Data	
ount	Description	Date	

# **Edit Payroll Items**

Only fields that are allowed to be edited will be displayed.

- 1. Search desired Employee on grid
- Click on to edit the Payroll Items
   Make desired changes
- 4. Click on Save to save desired changes to the Payroll Items, click on O Cancel to not posted changes and return to the Payroll

Items grid.

# **Delete Payroll Items**

- 1. Search desired employee Payroll Item to delete
- Click on to delete the Payroll Item
   Click on "delete" to confirm.

Confirm	×
Are you sure you want to delete?	
Cancel	Delete

If wanting to delete Payroll items for employees, if the employees have no current data on the Payroll Items record, these can be deleted without any adverse affect on the Payroll Items\_history. Payroll Items\_History records will remain out there and if ERNREG is ran for a specific period when this Payroll\_Item was being withheld it will include it on the report.

# **Payroll Items Video**

# **Payroll Item Configuration**

<ul> <li>Mass Change</li> <li>Search/View Payroll Item</li> <li>Highlight Viewer</li> <li>Create Payroll Item Configur</li> <li>Edit Payroll Item Configur</li> <li>Delete Payroll Item Configuration</li> </ul>	Configuration guration ation Juration Video		
Mass Change			

To add the Mass Change option, please click on the Mass Change documentation link to find the How to Steps: Mass Change

roll Item Configura	ation									
+ Create	& Mass Change								٩	m More D Reset
	Code	Name	abbreviation	W2 abbreviation	Payment Cycle	Suppress Ssn Id	Туре	Number	Name	Electronic Payment

The Payroll Item Configuration program allows you to add, change, delete, or view Payroll Item company information. The information contained in this program is used to print the Payroll Items company addresses on the Payroll Item checks and to determine how often the Payroll Item Configuration company is to be paid as well as other valuable information pertaining to this type of Payroll Item. Employee Payroll Item information is maintained in the Core/Payroll Items option.

The Payroll Item Configuration information is setup based on its Payroll Item type. The following table alphabetically lists the Payroll Item Configuration types available:

ADOP	Adoption Assistance
ANN	Annuity
ANSERS	Annuitized SERS retirement
ANSTRS	Annuitized STRS retirement
BBSERS	Annuitized SERS buy back
BBSTRS	Annuitized STRS buy back
CHILD	Child Support
CITY	City tax
DD	Direct Deposit
DPCARE	Dependent Care
FED	Federal tax
MEDFIC	Medicare/FICA tax
MSA	Medical Savings Account
ОН	Ohio State tax
OSDI	Ohio School District Income Tax
PUMF	Board pickup Medicare/FICA
PUSERS	Board pickup SERS retirement
PUSTRS	Board pickup STRS retirement
REG	Regular deduction
SB	Savings Bond
SERS	Regular SERS retirement
ST	Other State tax
STRS	Regular STRS retirement

Once a Payroll Item Configuration Type is selected, assignment of a Payroll Item Code is necessary. The code number selected is arbitrary except for certain restricted Code numbers that must be used with the Deduction Types shown in the table below:

001	FED - Federal tax				
002	OH - Ohio State tax				
400	SERS - Regular SERS retirement				
450	STRS - Regular STRS retirement				
590	ANSERS - Annuitized SERS retirement				
591	ANSTRS - Annuitized STRS retirement				
690	PUSERS - Board pickup SERS retirement				
691	PUSTRS - Board pickup STRS retirement				
692 and 693	MEDFIC - Regular Medicare/FICA tax				
694 and 695	PUMF - Board pickup Medicare/FICA tax				

A Payee record must exist before creating a Payroll Item Configuration record.

# Search/View Payroll Item Configuration

The Payroll Item Configuration Grid allows the user to search for existing Payroll Items. You can either enter in the Code or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you are wanting to view or edit. Example - Payment Cycle is one of my grid options. If I type in %mont% (% is used as a wildcard) in the Payment Cycle field, all occurrences of

any Payroll Item that is paid Monthly will appear. You can then click on the

searching for to view the data relating to this Payroll Item Configuration record or click on the *configuration* to edit the record or *configuration* to delete the record.

۲

next to the Payroll Item Configuration record you are

Payroll Ite	em Cont	ligurati	on								
+ (	Create	]									Q I More D Reset
			Code	Name	abbreviation	W2 abbreviation	Payment Cycle	Suppress Ssn Id	Туре	Number	Name
							mont 📀				
۲	6	0	003	VILLAGE OF HOLLYWOOD	HOLLY	HOLLYWOOD	Monthly	false	Citytax		HOLLYWOOD-DEPT. OF TAXATION
۲	0	0	400	SCHOOL EMPLOYEES RETIREMENT SY	SERS		Monthly	false	Sers		SCHOOL EMPLOYEES RETIREMENT
۲	6	0	510	SAVINGS R US	SAVINGS		Monthly	false	Annuity		SAVINGS R US
۲	6	0	515	LINCOLN LIFE INSURANCE	LINCOLN		Monthly	false	Annuity		LINCOLN LIFE INSURANCE
۲	8	0	520	ABC MUTUAL	ABC		Monthly	false	Annuity		ABC MUTUAL
۲	8	٥	590	SCHOOL EMPLOYEES RETRIEMENT SY	SERSANPK		Monthly	false	Sersannuity		SCHOOL EMPLOYEES RETRIEMENT
۲	6	0	604	WARNER LIFE INSURANCE	LIFE		Monthly	false	Regular		WARNER LIFE INSURANCE
۲	8	0	605	20/20 VISION INSURANCE	VISION		Monthly	false	Regular		20/20 VISION INSURANCE
۲	8	٥	690	SCHOOL EMPLOYEES RETRIEMENT SY	SERSBDPK		Monthly	false	Employersers		SCHOOL EMPLOYEES RETRIEMENT
۲	0	0	800	CLIFFORD SCHOOL DIST. INC. TAX	CLIFFORD	1991CLIF	Monthly	false	Osditax	001271	SCHOOL DISTRICT INCOME TAX
۲	8	٥	801	ELMOVILLE SCHOOL DIST. INC. TAX	ELMOVILE	ELMO	Monthly	false	Osditax	001271	SCHOOL DISTRICT INCOME TAX
۲	6	0	802	School District Income Tax	OSDI		Monthly	false	Osditax	000100	Ohio Child Support Ctr
۲	6	0	803	Florida School Tax	OSDI		Monthly	false	Osditax	000100	Ohio Child Support Ctr
۲	6	0	804	School District Income Tax	OSDI		Monthly	false	Osditax	000100	Ohio Child Support Ctr
۲	8	0	805	School District Income Tax	OSDI		Monthly	false	Osditax	000100	Ohio Child Support Ctr
۲	0	0	806	School District Income Tax	OSDI		Monthly	false	Osditax	000100	Ohio Child Support Ctr
۲	6	0	807	School District Income Tax	OSDI		Monthly	false	Osditax	000100	Ohio Child Support Ctr

# **Highlight Viewer**

To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:

+ Cr	eate						Q	I More	D Reset		
			Code	Name	abbreviation	W2 abbreviation	Payment Cycle	Su	ppress Ssn	Code	003
										Name	VILLAGE OF HOLLYWOOD
•	I	Θ	001	MID AM	FED		Every Payroll	fal	se		
•	Ø	0	002	TREASURER OF STATE OF OHIO	OHIO		Every Payroll	fal	se	abbreviation	HOLLY
•	ľ	0	003	VILLAGE OF HOLLYWOOD	HOLLY	HOLLYWOOD	Monthly	fal	se	W2 abbreviation	HOLLYWOOD
•	2	0	004	CITY OF STARS INC TAX	STARS	STARS	Quarterly	fal	se	Payment Cycle	Monthly T
•	Ø	0	005	Deduction Test	Test	TEST	None	fal	se		Ruppross Son Id
۲	I	0	006	Emerald City - Income Tax	Emerald		Every Payroll	fal	se		Suppress Ssilliu
۲	I	0	007	Village of Dwarves	Dwarves		Every Payroll	fal	se	Туре	City Tax 🔻
۲	Z	0	008		CITY		None	fal	se		
•	ľ	ø	009		CITY		None	fal	se		
	8	0	010		CITY		None	fal	se		

# **Create Payroll Item Configuration**

- 1. From the Core menu select 'Payroll Item Configuration'
- 2. Click on + Create

3.	Select the Typ	e of Payroll Item Configuration by clicking on the 🔽 button
	Payroll Ite	em Configuration
	Туре	Continue

4. Enter in the Code (this is a **REQUIRED** field), Name, Abbreviation, W2 Abbreviation, from the drop down box choose the Payment Cycle. If the SSN is to be suppressed and you want the Employee Id used on Payroll Item reports check the box next to Suppress SSN ID. The Payroll Item Type can be chosen from the drop down box, the Annuity Type can be chosen from the drop down box. If this is a board paid Payroll Item enter in the Certified Obj, Classified Obj and Other Obj codes that should be charged in the corresponding boxes. If this Payroll Item qualifies as Employer Health Coverage check the appropriate box. Do you want to Print the Employer Amount on the check stub or have this Payroll Item Show on the Create Wizard? If either are applicable check the corresponding box. Is this considered a Voluntary Payroll Item? If so check the associated box. Is this a Required Payroll Item? If so check the corresponding box. Choose the Payee information from the drop down box.

	Ø Error - Payee is required
The Payee Information is a required field -	

5. Click on **Save** to post the Payroll Item Number to the system, click on Cancel to not post the Payroll Item Number and return to the Payroll Item Configuration grid.

Code!	Name	abbreviation
W2 abbreviation	Payment Cycle	Suppress Ssn Id
Type Annuity	Annuity Type	Employer Health Coverage
<ul> <li>Print Employer Amount</li> <li>Show On Create Wizard</li> <li>Object Codes</li> </ul>	Voluntary	Required
Certified Object	Classified Object	Other Object

# **Edit Payroll Item Configuration**

Only fields that are allowed to be edited will be displayed.

1. The Payroll Item Configuration Grid allows the user to search for existing Payroll Items. You can either enter in the Code or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you are wanting to edit. Example - Payment Cycle is one of my grid options. If I type in %mont% (% is used as a wildcard) in the Payment Cycle field, all occurrences of any Payroll Item that is paid Monthly will appear.

+ Cr	reate										Q III More D R
			Code	Name	abbreviation	W2 abbreviation	Payment Cycle	Suppress Ssn Id	Туре	Number	Name
							mont 📀				
۲	8	0	003	VILLAGE OF HOLLYWOOD	HOLLY	HOLLYWOOD	Monthly	false	Citytax		HOLLYWOOD-DEPT. OF TAXATION
۲	8	0	400	SCHOOL EMPLOYEES RETIREMENT SY	SERS		Monthly	false	Sers		SCHOOL EMPLOYEES RETIREMENT
۲	8	0	510	SAVINGS R US	SAVINGS		Monthly	false	Annuity		SAVINGS R US
۲	8	0	515	LINCOLN LIFE INSURANCE	LINCOLN		Monthly	false	Annuity		LINCOLN LIFE INSURANCE
۲	8	0	520	ABC MUTUAL	ABC		Monthly	false	Annuity		ABC MUTUAL
۲	8	0	590	SCHOOL EMPLOYEES RETRIEMENT SY	SERSANPK		Monthly	false	Sersannuity		SCHOOL EMPLOYEES RETRIEMEN
۲	8	0	604	WARNER LIFE INSURANCE	LIFE		Monthly	false	Regular		WARNER LIFE INSURANCE
۲	8	0	605	20/20 VISION INSURANCE	VISION		Monthly	false	Regular		20/20 VISION INSURANCE
۲	8	0	690	SCHOOL EMPLOYEES RETRIEMENT SY	SERSBDPK		Monthly	false	Employersers		SCHOOL EMPLOYEES RETRIEMEN
۲	8	٥	800	CLIFFORD SCHOOL DIST. INC. TAX	CLIFFORD	1991CLIF	Monthly	false	Osditax	001271	SCHOOL DISTRICT INCOME TAX
۲	8	0	801	ELMOVILLE SCHOOL DIST. INC. TAX	ELMOVILE	ELMO	Monthly	false	Osditax	001271	SCHOOL DISTRICT INCOME TAX
۲	8	0	802	School District Income Tax	OSDI		Monthly	false	Osditax	000100	Ohio Child Support Ctr
۲	8	0	803	Florida School Tax	OSDI		Monthly	false	Osditax	000100	Ohio Child Support Ctr
۲	8	٥	804	School District Income Tax	OSDI		Monthly	false	Osditax	000100	Ohio Child Support Ctr
۲	8	0	805	School District Income Tax	OSDI		Monthly	false	Osditax	000100	Ohio Child Support Ctr
۲	8	0	806	School District Income Tax	OSDI		Monthly	false	Osditax	000100	Ohio Child Support Ctr
•	12	0	807	School District Income Tax	OSDI		Monthly	false	Osditax	000100	Ohio Child Support Ctr

2. Find the Payroll Item you are wanting to edit and Click on C to edit the Payroll Item.

3. Make desired change.

4. Click on Save to save desired changes to the Payroll Item, click on O Cancel to not post changes and return to the Payroll Item Configuration grid.

Code	Name	abbreviation
003	VILLAGE OF HOLLYWOOD	HOLLY
N2 abbreviation	Payment Cycle	Suppress Ssn Id
HOLLYWOOD	Monthly	
rype City Tax	Annuity 401 a	Annuity 401 k
Annuity 403 b	Annuity 408 k	Annuity 457
Annuity 501 c	Cca	Cca Description
Employer Health Coverage	Sob Level	S Medicare Pickup
Non Wages 125	Other	Rita
Rita Description	Tax Employer Amounts	Tax Entity Code
Tax Non Cash Earn	O Voluntary	Wages 125
Required	Show On Create Wizard	
Payee Information		

# **Delete Payroll Item Configuration**

1. The Payroll Item Configuration Grid allows the user to search for existing Payroll Items. You can either enter in the Code or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you are wanting to delete. Example - Payment Cycle is one of my grid options. If I type in %mont% (% is used as a wildcard) in the Payment Cycle field, all occurrences of any Payroll Item that is paid Monthly will appear.

+ C	reate										Q III More D Reset
			Code	Name	abbreviation	W2 abbreviation	Payment Cycle	Suppress Ssn Id	Туре	Number	Name
							mont 📀				
۲	Ø	0	003	VILLAGE OF HOLLYWOOD	HOLLY	HOLLYWOOD	Monthly	false	Citytax		HOLLYWOOD-DEPT. OF TAXATION
۲	8	0	400	SCHOOL EMPLOYEES RETIREMENT SY	SERS		Monthly	false	Sers		SCHOOL EMPLOYEES RETIREMENT
۲	8	0	510	SAVINGS R US	SAVINGS		Monthly	false	Annuity		SAVINGS R US
۲	8	0	515	LINCOLN LIFE INSURANCE	LINCOLN		Monthly	false	Annuity		LINCOLN LIFE INSURANCE
۲	0	0	520	ABC MUTUAL	ABC		Monthly	false	Annuity		ABC MUTUAL
۲	8	0	590	SCHOOL EMPLOYEES RETRIEMENT SY	SERSANPK		Monthly	false	Sersannuity		SCHOOL EMPLOYEES RETRIEMENT
۲	8	0	604	WARNER LIFE INSURANCE	LIFE		Monthly	false	Regular		WARNER LIFE INSURANCE
۲	8	0	605	20/20 VISION INSURANCE	VISION		Monthly	false	Regular		20/20 VISION INSURANCE
۲	0	0	690	SCHOOL EMPLOYEES RETRIEMENT SY	SERSBDPK		Monthly	false	Employersers		SCHOOL EMPLOYEES RETRIEMENT
۲	8	0	800	CLIFFORD SCHOOL DIST. INC. TAX	CLIFFORD	1991CLIF	Monthly	false	Osditax	001271	SCHOOL DISTRICT INCOME TAX
۲	8	0	801	ELMOVILLE SCHOOL DIST. INC. TAX	ELMOVILE	ELMO	Monthly	false	Osditax	001271	SCHOOL DISTRICT INCOME TAX
۲	8	0	802	School District Income Tax	OSDI		Monthly	false	Osditax	000100	Ohio Child Support Ctr
۲	8	0	803	Florida School Tax	OSDI		Monthly	false	Osditax	000100	Ohio Child Support Ctr
۲	8	0	804	School District Income Tax	OSDI		Monthly	false	Osditax	000100	Ohio Child Support Ctr
۲	8	0	805	School District Income Tax	OSDI		Monthly	false	Osditax	000100	Ohio Child Support Ctr
۲	8	0	806	School District Income Tax	OSDI		Monthly	false	Osditax	000100	Ohio Child Support Ctr
۲	12	0	807	School District Income Tax	OSDI		Monthly	false	Osditax	000100	Ohio Child Support Ctr

2. Find the Payroll Item you are wanting to delete and Click on to delete the Payroll Item.



3. Click on "delete" to confirm deletion

if you do not want to delete this Payroll Item Configuration click

# **Payroll Item Configuration Video**

# Position

- Mass Change
- Search/View Positions
- **Highlight Viewer**
- Create Position
- **Create Compensation**
- Creating a Position Template Record
- Utilization of a Position Template Record
- Edit Compensation
- **View Payroll Accounts**
- **Delete Position**
- **Positions Video**

#### Mass Change

To add the Mass Change option, please click on the Mass Change documentation link to find the How to Steps: Mass Change

m More D Reset

Positions summarizes the non-contract information. From here, a Compensation can then be created for each Position.

<b>+</b> C	reate						Include Concealed	Q more D Res
			Employee #	Last Name	First Name	Position	Position Description	Job Status
•	ß	0	232323232	TAYLOR	ELIZABETH	1	PROM DIRECTOR	Active
•	ß	0	333333333	BULLOCK	SANDRA	1	BUS DRIVER	Active
•	8	0	44444444	KRAMER	KOSMO	1	SCIENCE TEACHER	Active
•	ß	0	555555554	CONNERY	SEAN	1	SUPERINTENDENT	Inactive
•	ß	0	55555555	BUNNY	BUGS	1	SUB CAFETRIA	Inactive
	ß	0	55555555	BUNNY	BUGS	3	Carrot Caretaker	Active
>	ß	0	656565656	EDWARDS	ANTHONY	1	ATHLETIC DIRECTOR	Active
	ß	0	666666666	MOORE	DEMI	1	ELEM. SUB TEACHER	Inactive
,	ß	0	777777777	GREENSPAN	ALAN	1	TREASURER	Active
>	8	0	77777778	GLOW	MOP	1	CUSTODIAN	Active
	ß	0	848484848	JUNIT1	TEST1	1	JunitTester	Active
•	8	0	88888888	ALLEN	TIMOTHY	1	INDUSTRIAL ARTS TEACHER	Active
	ß	0	88888888	ALLEN	TIMOTHY	2	Extended time	Inactive
•	ß	0	88888889	BROCKOVICH	ERIN	1	HIGH SCHOOL SECRETARY	Active
	8	0	88888889	BROCKOVICH	ERIN	2	TEST JOB	Active
•	ß	0	888888989	CHILDS	JULIA	1	HEAD COOK	Active
•	8	0	979797979	CLOSE	GLENN	1	PRINCIPAL	Active
	B	0	999999998	PITT	BRADLEY	1	HIGH SCHOOL FOOTBALL COACH	Active
•	8	0	DIC000010	DiCesare	Michael	1	Nuclear Man	Active
•	ß	0	EMPWITHID	HAWN	GOLDIE	1	CHEERLEADING ADVISOR	Active
	ß	0	FURY00001	Fury	Nick	1	Director of Shield	Active
>	8	0	FURY00001	Fury	Nick	2	Freelance Merc	Active
•	ß	0	FURY00001	Fury	Nick	3	Counter Insurgency Consultent	Active
	ß	0	OLI000020	OLIVER	JOSHUA	1	JOSH_TEST	Active
	12	0	SM0000001	Smith	Dave	1		

# **Search/View Positions**

The Position Grid allows the user to search for existing position records for an employee. You can either enter in the Number or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you are wanting to view or edit. Example - First Name is one of my grid options. If I type in %San (% is use as a wildcard) in the First name field, all occurrences of anyone with

۲ San in the first name will appear. You can then click on the next to the Position record you are searching for to view the data relating to Θ

Ø this employee or click on the to edit the record or to delete the record.

Positi	sitions											
	+ Create Include Concealed									Q I More D Reset		
				Employee #	Last Name	First Name	Position		Position Description	Job Status		
						%san%						
	۲	6	0	333333333	BULLOCK	SANDRA		1	BUS DRIVER	Active		
	۲	Ø	☑ 232323232 TAYLOR EMERSAN		EMERSAN		1	PROM DIRECTOR	Active			

# **Highlight Viewer**

To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:

+ Create	Α						Include Concealed	O More D Reset		
			Employee #	Last Name	First Name	Position	Position Description	Job Status	id	a14001d3_d378
										81430103-0310
	•	0	232323232	TAYLOR	ELIZABETH	1	PROM DIRECTOR	Active	Position Number	1
	-	0	333333333	BULLOCK	SANDRA	1	BUS DRIVER	Active	Position Description	SCIENCE TEAC
• 2	r	0	44444444	KRAMER	KOSMO	1	SCIENCE TEACHER	Active	Job Status	Active V
	r i	0	555555554	CONNERY	SEAN	1	SUPERINTENDENT	Inactive		Child Delete disferentiation
• 6	r i	0	555555555	BUNNY	BUGS	1	SUB CAFETRIA	Inactive		C Desertable to CMIO
• 2	1	0	555555555	BUNNY	BUGS	3	Carrot Caretaker	Active		Reportable to EWIS
• 2	r	0	656565656	EDWARDS	ANTHONY	1	ATHLETIC DIRECTOR	Active	Position Code	205 🗸
• 6	r	0	666666666	MOORE	DEMI	1	ELEM. SUB TEACHER	Inactive	State Reporting Appointment Type	Certificated-1 🗸
۲	r	Θ	777777777	GREENSPAN	ALAN	1	TREASURER	Active	Position Type	Regular-R 🗸
• 6	•	Θ	77777778	GLOW	MOP	1	CUSTODIAN	Active	Position Status	
• 6	r	Θ	848484848	JUNIT1	TEST1	1	JunitTester	Active	Position Status	~
• 2	r	0	888888888	ALLEN	TIMOTHY	1	INDUSTRIAL ARTS TEACHER	Active	Full Time Equivalence	0.000
• 6	r	0	888888888	ALLEN	TIMOTHY	2	Extended time	Inactive	Special Education Full Time Equivalence	0.00
• 8	r	0	88888889	BROCKOVICH	ERIN	1	HIGH SCHOOL SECRETARY	Active	Low Grade	Not Applicabl
• 6	r	0	88888889	BROCKOVICH	ERIN	2	TEST JOB	Active	0	
• 6	r	0	888888989	CHILDS	JULIA	1	HEAD COOK	Active	Separation Reason	~
• 3	r	Θ	979797979	CLOSE	GLENN	1	PRINCIPAL	Active	Paraprofessional	NA (not valid 🐭
• 2	r	0	999999998	PITT	BRADLEY	1	HIGH SCHOOL FOOTBALL COACH	Active	High Quality Professional Development	NA-* 🗸
• 6	<u> </u>	0	DIC000010	DiCesare	Michael	1	Nuclear Man	Active	Contract Amount	40 864 00
• 6	<u> </u>	0	EMPWITHID	HAWN	GOLDIE	1	CHEERLEADING ADVISOR	Active		40,004.00
• 3	<u> </u>	0	FURY00001	Fury	Nick	1	Director of Shield	Active	Contract Work Days	180.000
• 8	r	0	FURY00001	Fury	Nick	2	Freelance Merc	Active	Hours In The Day	0.00
• 8	r	0	FURY00001	Fury	Nick	3	Counter Insurgency Consultent	Active	High Grade	Not Applicabl 🗸
• 8	<u> </u>	0	OL1000020	OLIVER	JOSHUA	1	JOSH_TEST	Active	Separation Date	00
• 3	r	0	SM0000001	Smith	Dave	1			Separation Date	
									Paraprofessional Hire Date	
									Building IRN	020297
									Experience Current Class	
										Funding Source
									Assignment Area	
									Funding Source Code 1	Local/State F

# **Create Position**

- 1. From the Core menu select 'Positions'
- 2. Click on + Create
- 3. Search for Employee to add and click on 'Continue':

Position		+
Employe	e	~
	Continue	

4. Enter in desired information for new Positions:

Save Ø Cancel					Choose Temp	ate: 🗸 Save As Templa
ployee Number: 288888888			Employee Name: D	DEFAULT, DEFAULT		
Position Number	Position Description	Job Status	Pay Group!	Appointment Type	Building Code	Department Code
Extended Service Sub Appointment Type Chrisbility Flage	FTE Termination Date	Hire Date	Start Date	Stop Date	Raise Date	Retirement Code
Eligible For Personal Leave	Eligible For Sick Leave	Eligible For Vacation Leave				
Reportable to EMIS	Position Code	State Reporting Appointment Type	Position Type	Position Status	Full Time Equivalence	Special Education Full Time Equivalence
Low Grade	Separation Reason	Paraprofessional	High Quality Professional Development	Contract Amount	Contract Work Days	Hours In The Day
×	~	v	~			
High Grade	Separation Date	Paraprofessional Hire Date	Building IRN	Experience Current Class		
Funding Source						
Assignment Area	Funding Source Code 1	Percent 1	Funding Source Code 2	Percent 2	Funding Source Code 3	Percent 3
	~		~		~	
Standard Payroll						
Payroll Code 1	Payroll Code 2	Payroll Code 3	Payroll Code 4	Payroll Date 1	Payroll Date 2	Payroll Money 1
Payroll Money 2	Payroll Money 3	Payroll Money 4	Payroll Text 1	Payroll Text 2		
standard Personnel						
Personnel Code 1	Personnel Code 2	Personnel Code 3	Personnel Code 4	Personnel Date 1	Personnel Date 2	Personnel Money 1
				<b>***</b>		
Personnel Money 2	Personnel Money 3	Personnel Money 4	Personnel Text 1	Personnel Text 2		

5. Click on Save to create the Position to the system, click on Cancel to not create the Position and return to the Positions grid.

# **Create Compensation**

Once a Position has been added, a Compensation can then be created. A Compensation defines how it's going to be paid.

- 1. From the Core menu select 'Positions'
- 2. Search for Employee to add Compensation

Click on	or 🔊	to o	pen up Positio	วท						
COMPENSATI	IONS Description	Label	Pay Plan	Strs Advance	Supplemental Type	Туре	Pay Unit	Retirement Hours	Unit Amount	Hours In Da Ξ
• 0		CUST	Biweekly	false		NonContract	Hourly	0.00	13.250	8.00
+ Add Com	+ Add C	ompensati	on							

From here, a Create Compensation for... box will open up:

Cr	eate Compensation for	+	×
	Contract	~	
	Contract		
_	NonContract		

		+ Create
A choice of Contract or NonContract Compensation is optional.	Select and then click on	· orouto

Compensation							
Туре	Job Calendar	Description	Label	Compensation Start	Compensation Stop	Pay Plan!	Pay Unit
Contract •	ttf - automatic 👽			100 Date	m	•	Daily 🔻
Unit Amount	Retirement Hours	Strs Advance	Supplemental Type				
0.00	0						
Compensation Amounts							
Amount Docked	Amount Earned	Amount Paid	1				
Contract	0.00	0.00					
Accrued Wages	Contract Amount	Contract Days	Contract Obligation	Contract Type	Contract Work Davs	Pav Per Period	Pays In Contract
0.00		Worked			0.00	0.00	)
Pays Paid	Retro Next Pay	Stretch Pay					
Salary Schedule							
Salary Schedule Column	Salary Schedule Id	Salary Schedule					
		Step	]				
Work Days			1				
Calendar Start Date	Calendar Stop Date	Hours In Day					
<b>#</b>	<b>#</b>						

#### 6. Enter in the required information

Grayed out fields are calculated values that can not be added or updated by the user

7. Click on Save to create the New Compensation, click on cancel to not create the Compensation and return to the Position Query

# **Creating a Position Template Record**

A Position template record can be created by c needed on the record. You can setup multiple t	icking on the <b>+ Create</b> butto	on. You will then populate any recurring field that may be f positions. Once these fields have been populated you can
then click on the	button. You will then receive a prom	pt to
Save Template As	+ ×	
	Save . You will type i	in the name of your template and then click

# **Utilization of a Position Template Record**

To create a new Position record using the Position Templates click

+ Create

for. You can then click on which will allow you to select from the template(s) you created. The data that was
previously stored when you created this template will populate on the Position record you are creating. You can then add the remaining Position
data needed and click <b>Save</b> to complete the creation of this record. If you do not want this record saved you can click the
O Cancel

tion						
Save O Cancel					Choose	Template: Save As Template
Employee Number: 288888888			Employee Name	E DEFAULT, DEFAULT		
Position Number	Position Description	Job Status	Pay Group !	Appointment Type  Stop Date	Building Code	Department Code
Sub Appointment Type Eligibility Flags	Termination Date		573 			None 💌
Eligible For Personal Leave EMIS Related Information	Eligible For Sick Leave	Eligible For Vacation Leave				
Reportable to EMIS	Position Code	State Reporting Appointment Type	Position Type	Position Status	Full Time Equivalence	Special Education Full Time Equivalence
Low Grade	Separation Reason	Paraprofessional	High Quality Professional Development	Contract Amount	Contract Work Days	Hours In The Day
High Grade	Separation Date	Paraprofessional Hire Date	Building IRN	Experience Current Class		
Assignment Area	Funding Source Code 1	Percent 1	Funding Source Code 2	Percent 2	Funding Source Code 3	Percent 3
Standard Payroll Payroll Code 1	Payroll Code 2	Payroll Code 3	Payroll Code 4	Payroll Date 1	Payroll Date 2	Payroll Money 1
Payroll Money 2	Payroll Money 3	Payroll Money 4	Payroll Text 1	Payroll Text 2		
Standard Personnel						
Personnel Code 1 Personnel Money 2	Personnel Code 2 Personnel Money 3	Personnel Code 3 Personnel Money 4	Personnel Code 4 Personnel Text 1	Personnel Date 1 Personnel Text 2	Personnel Date 2	Personnel Money 1

# **Edit Compensation**

- 1. Select the Employee to Edit
- 2. Click on or to open up Position
- 3. To edit a Compensation once added, click on
- 4. Then click on the *local* to make desired changes

Grayed out fields are calculated values that can not be added or updated by the user

۲

1								
Compensation								
Туре	Job Calendar	Description	Label	Start Date	Stop Date	Pay Plan	Pay Unit	
NonContract 🔻	DEF - DEFAU 🐦		CAFE			Biweekly <b>v</b>	Hourly	,
Unit Amount	Retirement Hours	Strs Advance	Supplemental Type					
10.350	0.00	O out Auture		]				
Compensation Amounts								_
Amount Docked	Amount Earned	Amount Paid						
0.00	0.00	0.00						
Work Days								_
Start Date	Stop Date	Hours In Day						
9/1/00	<b>**</b>	0.00						

Click on

to accept the changes, click on cancel to not save the changes and return to the Positions Query.

# **View Payroll Accounts**

✓ Save

If need to create or make changes to the pay accounts, go to Core/Payroll Accounts:

PAYROLL ACCOUNTS							
Expenditure Account	Rate Type	Status	Leave Projection	Employer Distribution	Charge Amount or Percent	Maximum	Sort Order 🔺
001-1247-112-0000-000000-102-00-000	Percent	Active	true	true	0.00	0.00	1
001-1120-112-0000-000000-112-00-000	Percent	Active	true	true	100.00	0.00	2
001-1130-112-0000-000000-102-00-000	Fixed	Active	true	true	90.00	0.00	3

Positions that have been previously posted to the system may be modified.

- 1. Search desired employee on grid
- 2. Query for desired Position
- 3. Click on the to modify the position
  - Save to accept the changes, click on Cancel to not save the changes and return to the position

# **Delete Position**

4. Click on

Positions can be deleted if desired, the Positions history will be stored; but it is not recommended. We recommend that the positions be concealed using the Conceal flag on the Employee option.

- 1. Search desired position to delete
- 2. Click on to delete the Position
- 3. Click on "delete" to confirm deletion



# **Positions Video**

# **Position (Personnel)**

- Search/View Positions
- Highlight Viewer
- Edit Positions

The Positions (Personnel) option is for employees with OECN\_PPS role only. If an employee only has the PPS role, then they would only see the Position (Personnel) option in their menu and not the Position option.

# **Search/View Positions**

The Positions (Personnel) Grid allows the user to search for existing employees. You can either enter in the Number or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you are wanting to view or edit. Example - First Name is one of my grid options. If I type in %San (% is use as a wildcard) in the First name field, all occurrences of anyone with San in the

first name will appear. You can then click on the interview in the Employee (Personnel) record you are searching for to view the data relating

to this employee or click on the to edit the record.

Core	re > Payroll > Processing > Reports > Admin > Utilities > 🗸 Help > Logout										
Positio	dions (Personnel)										
	C and a And										
			Employee #	Last Name	First Name	Position	Position Description	Job Status			
	۲	8	88888889	BROCKOVICH	ERIN	1	HIGH SCHOOL SECRETARY	Active			
	۲	8	88888889	BROCKOVICH	ERIN	2	TEST JOB	Active			
	۲	8	DIC000010	DiCesare	Michael	1	Nuclear Man	Active			
	۲	Ø	232323232	TAYLOR	ELIZABETH	1	PROM DIRECTOR	Active			

After selecting

to view, the following screen comes up:

Number	Position Description
1	Nuclear Man
Job Status	Appointment Type
Active 🔻	Classified •
Fte	Hire Date
Start Date	Stop Date
Retirement Code	Sub Appointment Type
SERS V	
Termination Date	
89	

# **Highlight Viewer**

To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:

		Employee #	Last Name	First Name	Position	Position Description	Job Status	Number	1
	62	22222222	TAVLOR	EL IZABETH	1	PROMIDIRECTOR	Active	Position Description	BUS DRIVER
•	ß	333333333	BULLOCK	SANDRA	1	BUS DRIVER	Active	Job Status	Active •
>	ľ	4444444	KRAMER	KOSMO	1	SCIENCE TEACHER	Active	Appointment Type	Classified V
,	8	555555554	CONNERY	SEAN	1	SUPERINTENDENT	Inactive		enacennea .
•	8	555555555	BUNNY	BUGS	1	SUB CAFETRIA	Inactive	Fte	1.0
•	8	555555555	BUNNY	BUGS	3	Carrot Caretaker	Active	Hire Date	10/10/02
•	8	656565656	EDWARDS	ANTHONY	1	ATHLETIC DIRECTOR	Active	Start Date	<b>**</b>
۲	8	666666666	MOORE	DEMI	1	ELEM. SUB TEACHER	Inactive	and Date	00
۲	8	777777777	GREENSPAN	ALAN	1	TREASURER	Active	Stop Date	
۲	8	77777778	GLOW	MOP	1	CUSTODIAN	Active	Retirement Code	SERS V
•	8	848484848	JUNIT1	TEST1	1	JunitTester	Active	Sub Appointment Type	
	8	88888888	ALLEN	TIMOTHY	1	INDUSTRIAL ARTS TEACHER	Active		00
۲	8	888888888	ALLEN	TIMOTHY	2	Extended time	Inactive	rermination Date	

# **Edit Positions**

- 1. Search desired Employee on grid
- Click on for the edit the Position
   Make desired changes
- 4. Click on Save to save desired changes to the Position, click on O Cancel to not posted changes and return to the Position grid.

Number	Position Description
1	Nuclear Man
Job Status	Appointment Type
Active •	Classified •
Fte	Hire Date
Start Date	Stop Date
Retirement Code	Sub Appointment Type

# **Posting Period**

- Highlight Viewer
- Create Posting Period
- Open/ Re-Open Posting Period
- Close Posting Period
- Make Posting Period Current
- More Information
- Posting Period Video

Posting period is a period within a fiscal year for which transaction figures are updated. Transaction dates will be required to be in an open (not necessarily current) posting period. A posting period can be open or closed. To process a payroll, the pay date must fall within an open posting period. More than one **posting** period can be open at a time, but there can only ever be one **current** posting period open. Users can make a posting period current on the posting period screen. Historical payrolls or posted payrolls are marked with the posting period that they were processed under so districts can find posted payrolls for a given posting period.

In the Posting Period option, you can Create , Open a period, Close a period or make a period current:

🕞 open perio	d 🖿 cl	ose period	i 🮯 ma	ke current
--------------	--------	------------	--------	------------

sting P	eriod									
+ (	Create		Q DReset							
				Month Name	Calendar Year	Date Opened	Date Closed	Reopened Date	Open	Current
		0	$\odot$	May	2017	05/01/2017 12:00:00		05/25/2017 09:21:45	true	true
		Θ	$\odot$	August	2017	08/01/2017 12:00:00			true	false
<u>b</u>		0	0	July	2017	07/01/2017 12:00:00			true	false
5		0	0	June	2017	06/01/2017 12:00:00		05/19/2017 09:39:35	true	false
<u>b</u>		0	0	April	2017	04/01/2017 12:00:00	05/03/2017 04:20:19		false	false
<u>b</u>	lin .	0	0	March	2017	03/01/2017 12:00:00	05/03/2017 04:19:06		false	false
<u>b</u>	1	0		February	2017	02/27/2017 12:00:00	05/03/2017 05:00:02		false	false
8		0	0	January	2017	01/30/2017 12:00:00	05/03/2017 05:00:01		false	false
8	1	0	0	December	2016	12/31/2016 12:00:00	05/03/2017 04:19:06		false	false
5	1.0	0		November	2016	11/22/2016 12:00:00	05/03/2017 05:00:01		false	false
8	1	0	0	October	2016	10/25/2016 12:00:00	05/03/2017 05:00:01		false	false
6	1.0	0	0	September	2016	09/27/2016 12:00:00	05/03/2017 05:00:01		false	false
b.	1.0	0	Ø	August	2016	08/19/2016 12:00:00	05/03/2017 05:00:01		false	false
b.		0	0	July	2016	07/28/2016 12:00:00	05/03/2017 05:00:01		faise	false
Ph.	1	0	0	June	2016	06/23/2016 12:00:00	05/03/2017 05:00:01		false	false
h	1	0	0	May	2016	05/26/2016 12:00:00	05/03/2017 05:00:01		false	false
-	1	ň	0	April	2016	04/27/2016 12:00:00	05/03/2017 05:00:02		false	false
-	1	-		March	2016	03/01/2016 12:00:00	05/03/2017 05:00:01		false	false

# **Highlight Viewer**

To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:
Postin	g Period	t																	
	+ Crea	ite													Q	E	B More D Res	ət	×
					Month Name	Calendar Year	Date Opene	ed		Date Closed		Reopened Date		Open	c	urrent		Month Name	May
																		Calendar Year	2017
	6 I		3	0	May	201	05/01/201	7 12:00:	00			05/25/2017 09:2	1:45	true	t	ue			2011
	⊨   I		3	ø	August	201	08/01/201	7 12:00:	00					true	f	alse		Date Opened	5/1/17
	b   I	• ( •	3	0	July	201	07/01/201	7 12:00:	00					true	t	alse		Date Closed	
- 1	⊨   I	• •	Э	0	June	201	06/01/201	7 12:00:	00			05/19/2017 09:3	9:35	true	f	alse		Reopened Dat	m 5/25/17
	6   I		Э	0	April	201	04/01/201	7 12:00:	00	05/03/2017 04:20	:19			false	t	alse			✓ Open
	6   I	ii ( 6	3	0	March	201	03/01/201	7 12:00:	00	05/03/2017 04:19	:06			false	f	alse			Current
	5   I		3	0	February	201	02/27/201	7 12:00:	00	05/03/2017 05:00	:02			false	f	alse			e outront

# **Create Posting Period**

Posting Period	<u></u>	+ ×
Calendar Month	JUNE	~
Calendar Year	2017	
	Current 🖸	
	Create	

- 1. From the Admin menu select 'Posting Periods'
- Create 2. Click on
- 3. Enter in the required information:
- Current 4. Check the

box if the user wishes to make this new posting period the current one.

Create 5. Click on

to create the posting period, click on X to not create the posting period and return to the Posting period grid.

# **Open/ Re-Open Posting Period**

Opened date should be the original open date and should not change. The Reopened date is the last date the period was reopened (is changed on subsequent reopens for the same period). The Date Closed is cleared on reopen and set when reopened period is close

It will no longer be necessary to completely close out before opening the next reporting period. A user can re-open prior posting periods when corrections need to be made.

- 1. From the Admin menu select 'Posting Periods'
- 2. Search for desired posting period



beside the posting period the user wants to open

4. The function on the grid have now changed beside that posting period to show the option to close the period

4. The function on the grid have now changed beside that posting period to show the option to open the period

### **Close Posting Period**

- 1. From the Admin menu select 'Posting Periods'
- 2. Search for desired posting period
- 3. Click on beside the posting period the user wants to close



- Make Posting Period Current
  - 1. From the Admin menu select 'Posting Periods'
  - 2. Search for desired posting period

3. Click on	beside the posting period the user wants to make current
	Only one period can be made current at a time
4. The fund	ctions on the grid have now changed beside that posting period to show the column as blank. When another posting period is

made current the will appear again giving the user the option to make it current once again.

### More Information

The import process will create 'previous' posting periods. Any posting period not in the current fiscal year will be set to archived with the exception of the last month (June) in the year just prior to the current fiscal year. Archived posting periods can not currently be 're-opened'.

If a posting period exists in a future fiscal year it will not be archived either.

### **Posting Period Video**

# Payroll

The Payroll Menu is where payrolls may begin to be processed and to view previously posted payrolls

# **Payroll Processing**

 Start Payroll Processing • Pay Report Payroll Report Example Error Report Error Report Example Post Payroll Budget Distribution Report Payroll Account Distribution Detail Report Process Payments • Checks XML (Export) Example: • Checks.pdf Example: • Direct Deposits XML (Export) Example: • Direct Deposits.pdf Example: Warning Messages Payroll Processing Video

#### Payroll Processing is the start of a payroll. The options for the payroll are:

In Progress payrolls:

I	Progress Posted							
	Initialize New Payroll							
	Status	Description	Pay Date 👻	Pay Plan	Pay Cycle	Suppress Voluntary Deductions	Batch Job Status	Payroll De ≡
	Inprogress	Test Payroll	07/30/2015	Biweekly	Firstpay	false	•	Detail

#### or Posted prior payrolls

In Progress Posted							
Status	Description	Pay Date 👻	Pay Plan	Voided	Pay Cycle	Suppress Voluntary Deductions	Payroll De =
Posted		08/21/2015	Biweekly	false	Firstpay	false	Detail
Posted		05/20/2013	Biweekly	false	Firstpay	false	Detail
Posted		05/16/2013	Biweekly	false	Firstpay	false	Detail
Posted		10/28/2010	Biweekly	false	Secondpayoftwopaymonth	false	Detail
Posted		05/21/2010	Biweekly	false	Firstpay	false	Detail
Posted		03/06/2009	Biweekly	false	Firstpay	false	Detail
Posted		04/21/2006	Biweekly	false	Secondpayoftwopaymonth	false	Detail
Posted		04/15/2006	Biweekly	false	Firstpay	false	Detail
Posted		04/07/2006	Biweekly	false	Firstpay	false	Detail
Posted		04/01/2005	Biweekly	false	Firstpay	false	Detail
Posted		04/15/2004	Biweekly	false	Firstpay	false	Detail
Posted		04/25/2003	Biweekly	false	Secondpayoftwopaymonth	false	Detail
Posted		02/21/2003	Biweekly	false	Secondpayoftwopaymonth	false	Detail
Posted		03/31/2002	Biweekly	false	Secondpayoftwopaymonth	false	Detail
Posted		03/15/2002	Biweekly	false	Firstpay	false	Detail
Posted		10/26/2001	Biweekly	false	Secondpayoftwopaymonth	false	Detail
Posted		10/12/2001	Biweekly	false	Firstpay	false	Detail
Posted		09/28/2001	Biweekly	false	Secondpayoftwopaymonth	false	Detail
Posted		09/14/2001	Biweekly	false	Firstpay	false	Detail

The Payroll Processing program is the first program to be run in the payroll processing sequence. It initializes all active status employee records for the pay groups and pay dates specified in the program

# **Start Payroll Processing**

1. To begin a new Payroll Click on the

Initialize New Payroll button

In Progress Posted							
Initialize New Payroll							
Status	Description	Pay Date 🔹	Pay Plan	Pay Cycle	Suppress Voluntary Deductions	Batch Job Stat Pa	Payroll De ≡

You will see the following screen:

Payroll Initialization				+ ×
Payroll Description: * Pay Plan: * Pay Cycle: * Start Date: * Stop Date: * Pay Date: *	Biweekly     •       Biweekly     •       Image: Constraint of the second sec		Suppress Voluntary Deductions? Ignore Direct Deposit?	
Select Pay Groups: Available		× ×	Selected room (\$\$) show (1) room (10) ghost (2) open (3) what (4) text (5) sits (6) ending (7) hat (8) died (9) from (A) do (B) list (C) plane (D) of (E) people (F)	•
		Initialize Pa	iyroll	

- 2. Enter a Payroll Description (this can be the date of the payroll or whatever you choose to name this payroll,)
- 3. Choose the Pay Plan from the drop down box (Biweekly, Semi-monthly, monthly,)
- 4. Chose the Pay Cycle from the drop down box (First Pay of Month, Second Pay of Two pay Month, etc,)

5.	Using the pop up calendar choose your payroll <b>Start Date</b> .	
6.	Using the pop up calendar choose your payroll <b>Stop Date.</b>	
7.	Using the pop up calendar choose your payroll <b>Pay Date</b> .	
lf vou	I want to <b>Suppress Voluntary Deductions</b> in this payroll your will want to check the box	Suppress Voluntary Deductions?
n you		
lf you	a want to Ignore Direct Deposits you will check the box	?
If this	s payroll be being ran for a <b>Special Pay</b> your will check the box	

8. The pay groups you want to be included in this payroll need to be in the Selected box. To exclude a pay group that you do not want included

in this payroll click on the pay group ar pay groups that you do not want includ want included and then click the	hd then click the button to move this pay gr ed on this payroll you can hit the CNTRL key on yo to move all of these pay groups to the <b>Available</b>	oup to the <b>Available</b> box ur keyboard and click on t box.	on the left. If there are r the pay groups you do r	nultiple iot
If a pay group needs to be added back group into the <b>Selected</b> box.	to the <b>Selected</b> box click that pay group n the Sele	cted box and click the	to move that pa	ау
9. You will then click the	to initialize the payroll.			
You will then see that the payroll is in p	rogress and there will be a spinner in the St	atus field by each pay gro	oup that is processing .	Once
the pay group has processed there sho group processed successfully. If a red	indicator button is in the Status field this indicator	e pay group in the Status	field. This indicates the	pay Iq.
· · · · · · · · · · · · · · · · · · ·				<u> </u>
Payrol Detail				
Payrol Detai				
Payrol Detai				
Payrol List Status In Progress V				
Payroll Detail Payroll List Status In Progress  Description Test				
Payroll Detail       Payroll List       Status       In Progress ▼       Description       Test       Pay Date       # 4/7/17				
Payroll List  Status In Progress  Description Test Pay Date 47/17 Pay Plan Bitweekly				
Payroll List  Status In Progress   Description Test Pay Date 14/17 Pay Plan Biweekly  Pay Cycle First Pay of the month				
Payrol List Status In Progress  Description Test Pay Date 14/777 Pay Plan Biweekly  Pay Cycle FirstPay of the month Suppress Voluntary Deductions				
Payrol List Status In Progress  Description Test Pay Date 14/7/7 Pay Plan Biweekly  Pay Cycle First Pay of the month Suppress Voluntary Deductions On pror Direct Deposit				
Payrol List Status In Progress  Description Test Pay Date 4/7/77 Pay Plan Binveckly  Pay Cycle First Pay of the month Binveckly  Start Date 3/19/17 Start Date 3/19/17				
Payroll List Status In Progress V Description Test Pay Date 4/1/17 Pay Plan Binveckly V Pay Cycle First Pay of the month V Suppress Voluntary Deductions Ignore Direct Deposit Start Date 3/19/17 Stop Date 4/1/17				
Payrol List Status In Progress  Description Test Pay Date 4/7/77 Pay Plan Biveekly Pay Cycle First Pay of the month Start Date 3/19/17 Stop Date 4/1/17 Payroll Status: Imitialized				
Payroll List Status In Progress  Description Test Pay Date 47/17 Pay Plan Biweekly  Pay Cycle First Pay of the month Qupress Voluntary Deductions I gnore Direct Deposit Statu Date 31/91/7 Stop Date 41/177 Payroll Status: Initialized Modify Payroll Add Pay Group Pay Report LError Report	Post Payroll Delete Payroll Delete Payroll and Exceptions			
Payrol Detail  Payrol List Status In Progress  Description Test Pay Date In 47/17 Pay Pan Biweekly  Pay Cycle First Pay of the month Pay Cycle First Pay of the month Start Date Information 2 Payrol Status: Information 1 Payrol Status: Information 1 Payrol Payrol Add Pay Group Pay Report Lerror Report Payrol Payrol Add Pay Group Pay Report Lerror Report Payrol Payrol Ray Groups	Post Payroll Delete Payroll Delete Payroll and Exceptions			2.000
Payrol Detai Payrol List Status In Progress Description Test Pay Date 47/17 Pay Pane 104/177 Pay Pane 104/177 Pay Cycle First Pay of the month Suppress Voluntary Deductions On OF Direct Deposit Start Date 11/177 Payroll Status: Initialized Modify Payroll Add Pay Group Pay Report Error Report Payroll Pay Groups Cose	Post Payroll Delete Payroll Delete Payroll and Exceptions	Date Pange	⊞ More Processing Time	⊃ Reset Status
Payroll List  Payroll List  Status In Progress Description Test Pay Date  4/7/17 Pay Plan Bivreekly Pay Cycle First Pay of the month Suppress Voluntary Deductions Group Press Group Description Start Date 3/19/17 Stop Date 4/1/17 Payroll Status: Initialized Modify Payroll Add Pay Group Pay Report Error Report Code 1	Post Payroll Delete Payroll Delete Payroll and Exceptions Description ADMINISTRATORS	Date Range Start Date: 03/19/2017 Stop Date: 04/01/2017	Processing Time Completed Time: 1 seconds	© Reset Status
Payroll List  Payroll List  Status In Progress Description Test Pay Date 4/7/17 Pay Plan Bitweekly Pay Cycle First Pay of the month Guppress Voluntary Deductions Gupore Direct Deposit Start Date 3/19/17 Stop Date 4/1/17 Payroll Status: Initialized Modify Payroll Add Pay Group Pay Report Error Report Payroll Pay Groups Code 1 5	Post Payroll Delete Payroll and Exceptions Desorption ADMINISTRATORS 12 MON NON-CERT	Dete Range Start Date: 03/19/2017 Stop Date: 04/01/2017 Start Date: 03/19/2017 Stop Date: 04/01/2017	More      Processing Time     Completed Time: 1 seconds     Completed Time: 0 seconds	⊃ Reset Status
Payroll List Status In Progress ▼ Description Test Pay Date 4/7/17 Pay Plan Biweekly ▼ Pay Cycle First Pay of the month ● Uppress Voluntary Deductions ● Ignore Direct Deposit Stat Date 3/19/17 Stop Date 4/1/17 Payroll Status: ● Initialized Modify Payroll Add Pay Group Pay Report ▲ Error Report Payroll Pay Groups Code 1 5 3 4 0	Post Payroll     Delete Payroll     Delete Payroll and Exceptions       Description     ADMINISTRATORS       12 MO. NON-CERT     PMONORCERT       PAND NON-CERT     PMONORCERT	Date Range Start Date: 03/19/2017 Stop Date: 04/01/2017 Start Date: 03/19/2017 Stop Date: 04/01/2017 Start Date: 03/19/2017 Stop Date: 04/01/2017	Processing Time Completed Time: 1 seconds Completed Time: 1 seconds Completed Time: 1 seconds	D Reset Status
Payrol Detail  Payrol List Status In Progress  Description Test Pay Data IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Post Payroll       Delete Payroll and Exceptions         Description       ADMINISTRATORS         12 MO. NON-CERT       9 MO. NON-CERT         DON OT DELETE, TESTING PAYGRP       11 MO. NON-CERT         DON OT DELETE, TESTING PAYGRP       11 MO. NON-CERT	Dete Range Start Date: 03/19/2017 Stop Date: 04/01/2017 Start Date: 03/19/2017 Stop Date: 04/01/2017	Processing Time Completed Time: 1 seconds Completed Time: 0 seconds Completed Time: 0 seconds Completed Time: 0 seconds	C Reset

From here you can Modify the payroll by clicking on Modify Payroll or you can Delete the payroll by clicking on Delete Payroll or Delete Payroll and Exceptions.

The Add Pay Group Option appears after a payroll has been started. This option can be used to include multiple beginning and ending payroll

Add Pay Group
---------------

dates for groups of employees as long as they all have the same pay date. Select the  ${f L}$ Option and supply different beginning and ending payroll dates and the applicable pay group for these dates. The pay date is the same in all cases. The **Add Pay Group** Opti on is also used to add missed pay groups to an existing payroll. Simply supply the missed pay groups in the appropriate fields:

Pay Group Select None (\$\$) SUPPLEMENTAL (9)	_
NON-CERT SUBS (8)	-
Start Date: * 🛗 3/12/17	
Stop Date: * 🛗 3/25/17	
Add Pay Group	

Payroll LIST in the top left hand corner. You can then click on the Detail button to To return to all Payroll's in Progress, click on return to that specific payroll.

### **Pay Report**

The Pay Report is to view employee earnings, deductions and accounts for the current payroll. It is used as a control sheet for payroll balancing purposes. The report also displays counts for various totals and a listing of any problems detected during the payroll process.

When you click on

Pay Report the Payroll Report Options are as follows:

ayroll Report Opti	ions
Report Title: *	Payroll Report
Sort By:	Employee ID 🗸
Report Format:	PDF (download) 🗸
	Begin Each Employee on New Page?
	Include Employer Payroll Item Amounts?
	Show Only Report Totals?
	🛓 Generate Report
	▲ Generate Report

Payroll Report is the default file name for the Pay Report. This can be changed by entering a new file name in the Report Title field.

Click on the drop down box to select your Sort By options (Employee ID, Employee ID, Building/District, Name, etc.)

The Report Format offers several output options. Click on the drop down box to choose your report formatting option (PDF download, Comma Separated Values, Excel, etc.}

When generating the Payroll Report there is an option to Begin Each Employee on New Page? If you want each employee on a new page you Begin Each Employee on New Page? will check the box

The Include Employer Payroll Item Amounts offers the option to print board paid Payroll Items. If you want to include board paid payroll items

### Include Employer Payroll Item Amounts?

The Show Only Report Totals option will only show the Report Summary of the Payroll Report. If you want only a report totals page click the

Show Only Report Totals?

### **Payroll Report Example**

check the box L

	3/30/16 6:22 PM
	Payroll Report
JUNIT CITY	SCHOOLS
Start Date: 3	3/6/2016
Stop Date: 3	3/19/2018
Pay Date: 3	3/25/2016
Pay Cycle: S	Second Pay of a two pay month
Pay Plan: E	Biweekly
Description: T	[est1
Suppress Voluntary Deductions: f	alse
Ignore Direct Deposit: f	alse
Pry Groups With Brits Prings Sala	stadi
9 MO. NON-CERT (8)	Start: 03/06/2016 Stop: 03/19/2016
SUPPLEMENTAL (8)	Start: 03/06/2016 Stop: 03/18/2016
10 MO. NON-CERT. (4)	Start: 03/06/2016 Stop: 03/18/2016
NON-UN NON-CERT. (6)	Start: 03/06/2016 Stop: 03/19/2016
12 MO. NON-CERT. (5)	Start: 03/06/2016 Stop: 03/16/2016
CERTIFIED SUBS (7)	Start: 03/06/2016 Stop: 03/18/2016
NON-CERT SUBS (8)	Start: 03/06/2016 Stop: 03/19/2016
CERT. EMPLOYEES (2)	Stert: 03/06/2016 Stop: 03/18/2016
Report Generated By: a	admin
Report Sorted By: E	Employee ID

	444444	144 Namei	KRAMER	KOSMO K	Build/Dept: 00: STRS Days:	2/101			Check Dist STRS Ho	t: NUCS: 0.(	00			
	P	ay Records			Pay Items				Pa	y Acc	ounts			
				Abbreviation	Emple	oyee Amt	Positio	n		A	locounts			
Position:	1	Pay Group:	2	FED		194.86	1	Type Bd Lv	Fund Fune	obj S	oc Subj	OPU	IL Job	Ohg Amt
SCIENCE	TEACHER			OHIO		37.41		RYY	200 4141	891 9	710 000000	005	00 00	1,659.04
Туре	Descriptio	n Unitz	Rate Gro	OHIO-ADD		20.00								
ACC AC	crued wages		1,668.01 1,6	68.04 HOLLY		16.59								
				STARS		8.80								
				STRSANPK		154.29								
				HEALTH		26.00								
Nete	\$1,201.59	Total Gross:	\$1,65	59.04 Total:	\$467.45						Total Charge	d:		\$1,659.04
		Adjusted Cross:	\$1,50	04.75 Total Annuitie	s: \$154.29									
Pay Distr	ibutions													
DIRDEP	Checking	\$1,201.59												
Employee	Calculation	Messages												
Wathing		Accrue	d PayAmount (1	(868.040) is greater than rem	aining total accrued wa	iges (642.22).								
Translaura d					Build Back on				Ohash Dia					
Zmpio/ee #	6363636	and Maniel	EDWARD	S, ANTHONY D	SERS Dave-	2/101			SERS Ho	k: Mare⊳ 0.(	00			
					0210 2033				02100 110					
	P	an Basanda			Pay Itoms									
		ay Records			I ay Items				Pa	y Acc	ounts			
		ay Records		Abbreviation	Emplo	oyee Amt	Positio	on	Pa	y Acc	coounts			
Position:	1	Pey Group:	9	Abbreviation	Emplo	oyee Amt	Positio 1	Type Bd Lv	Pay Fund Fune	y Acc A obj 5	ounts tocounts	OPU	IL Jok	Chg Amt
Position:	1 DIRECTOR	Pay Group:	8	Abbreviation FED OHIO	Empl	oyee Amt 148.63 39.26	Positio 1	Type Bd Lv R N Y	Pa <u> Fund Fune</u> 001 2421	y Acc A obj 5 112 0	sounts soc Subj 000 000000	09U 005	1L Jok	Chg Amt 1,711.54
Position: ATHLETIC Type	l DIRECTOR Descriptio	Pay Group:	9 Rate Gro	Abbreviation FED OHIO STARS	Emplo	oyce Amt 148.63 39.26 8.56	Positio 1	Type Bd Lv R N Y	Pa <u>Fund Fune</u> 001 2421	y Acc A obj 5 112 0	SCC Subj	09U 005	IL Job 00 000	Chg Amt 1,711.54
Position: ATHLETIC Type ACC Ac	1 C DIRECTOR Descriptio corued Wages	Pay Group: n Units	8 Rate Gro 1,711.54 1,7	Abbreviation FED OHIO OHIO 11.64 SERS SERSANPK	Empl	oyce Amt 148.63 39.26 8.56 154.04	Positio 1	Type Bd Lv R N Y	Pa) <u>Fund Fune</u> 001 2421	у Асс А оbj 5 112 0	0000000 000 Subj 000 000000	09U 005	1L Job 00 000	Chg Amt 1,711.51
Position: ATHLETIC Type ACC Ac	1 2 DIRECTOR Descriptio served Wages -	Pay Group: n Units	8 Rata Grd 1,711.54 1,7	Abbregition FED OHIO SET STARS 11.54 SERS SERSANPK	Empl	oyce Amt 148.63 39.26 8.56 154.04	Positio 1	Type Bd Lv R N Y	Pa) <u>rund rune</u> 001 2±21	y Acc A obj s 112 0	0000000	09U 005	IL Job 00 000	Chg Amt ) 1,711.51
Position: ATHLETIC Type ACC Ac	1 2 DIRECTOR Descriptio served Wages \$1,361.05	Pay Group: n Units Total Gross:	9 Rete Gro 1,711.54 1,7 \$1,71	Abbred Film FED OHIO STARS 11.64 SERS SERSANPK 11.64 Total:	\$350. <del>1</del> 9	oyce Amt 148.83 39.28 8.56 164.04	Positio 1	Type Bd Lv R N Y	<b>rund rune</b> 001 2421	y Acc A obj S 112 0	Total Charge	ори 005	IL Jok	Chg Amt 1,711.54 \$1,711.54
Position: ATHLETIC Type ACC Ac Net:	1 2 DIRECTOR Descriptio corued Wages - \$1,361.05	Pay Group: n Units Total Gross: Adjusted Gross:	8 Rete Gro 1,711.54 1,7 \$1,71 \$1,55	FED OHIO OHIO STARS 11.64 DERS SERSANPK 11.64 Total: 57.60 Total Annuitie:	\$350.49 2: \$154.04	oyce Amb 148.63 39.26 8.56 154.0 <del>1</del>	Positio 1	Type Bd Lv R N Y	Fa;	obj s 112 0	Total Charge	ори 005	IL Jok	Chg Amt 1,711.54 \$1,711.54
Position: ATHLETIC <u>Type</u> ACC Ac Net: Pay Distri	1 C DIRECTOR Descriptio cerued Wages \$1,361.05 ibutions	Pay Group: n Unitz  Total Gross: Adjusted Gross:	8 <u>Rats</u> Gre 1,711.64 1,7 \$1,71 \$1,55	Abbrevietion FED OHIO STARS JERSANPK JERSANPK 11.54 Total: 57.60 Total Annuitie	1 ky Henry ≥mpk : \$350.49 :: \$154.0‡	oyce Amb 148.63 39.26 8.56 154.0 <del>1</del>	Positio 1	Type Bd Lv R N Y	Fand Fune 001 2421	obj s 112 0	Total Charge	005 005	IL Jek	Chg Amt 1,711.54 \$1,711.54
Position: ATHLETIC <u>Type</u> ACC Ac Net: Pay Distri DIRDEP	1 E DIRECTOR Descriptio secured Wages \$1,361.05 ibutions Savings	Pay Group: n Unitz Total Gross: Adjusted Gross: \$1,811.05	9 1,711.64 1,7 \$1,71 \$1,71	Abbrevietion FED OHIO STARS SERSANPK 11.54 Total: 17.60 Total Annuitie	\$350.49 2: \$184.04	oyce Amt 148.63 39.28 8.56 164.04	Positio 1	Type Bd Lv R N Y	Fa)	obj s 112 0	ounts coounts coo Subj coo coccoo coo coccoo Total Charge	005 005	IL Jok	Chg Amt ) 1,711.64 \$1,711.64
Position: ATHLETIK <u>Type</u> ACC Ac Net: Pay Distri DIRDEP DIRDEP	1 EDIRECTOR Description Secured Wages: \$1,381.06 ibutions Savings Savings	Pay Group: n Unitz Total Gross: Adjusted Gross: \$1,811.06 \$50.00	8 <u>Rata</u> Gre 1,711.64 1,7 \$1,71 \$1,55	Abbred Filon FED OHIO ME STARS SERSANFK SERSANFK ST.50 Total Annuitie	270094 270094 \$350.49 5: \$154.04	oyce Amt 148.63 39.26 8.56 154.04	Positie 1	Type Bd Lv R N Y	Fa <u>Fund</u> <u>Fune</u> 001 2421	obj s 112 0	Googla II Soc Subj 000 000000 Total Charge	opu 005	IL Jok	Chg Amt 1,711.54 \$1,711.54
Position: ATHLETIK <u>Type</u> ACC Ac Net: Pay Distri DIRDEP DIRDEP	1 E DIRECTOR Description scrued Wages \$1,881.05 ibutions Savings Savings	Pay Group: n Unitz Total Gross: Adjusted Gross: \$1,811.05 \$50.00	8 <u>Rata</u> Grr 1,711.54 1,7: \$1,71 \$1,58	Abbrevietion FED OHIO TAR9 11.54 SER9 SERSANPK 11.54 Total: 17.50 Total Annuitie	\$350.49 2: \$154.04	oyce Amt 148.63 39.28 8.56 164.04	Positie 1	Type Bd Lv R N Y	Pa,	obj s 112 0	Goodines Goodines Goodines Goodines Goodines Total Charge	opu 005	IL Joh	Chp Amt ) 1,711.54 \$1,711.54
Position: ATHLETIK <u>Type</u> ACC Ac Net: Pay Distr DIRDEP DIRDEP Employee #	1 E DIRECTOR Descriptio crued Wages \$1,381.05 ibutions Bavings Bavings	Pay Group: n Unitz Total Gross: Adjusted Gross: \$1,811.05 \$50.00 \$888 Name:	8 <u>Rats</u> Grr 1,711.54 1,7: \$1,71 \$1,88 ALLEN: T	Abbrevition FED OHIO TIL54 SERS SERSANPK 11.54 Total: 57.50 Total Annuitien	\$350.49 5: \$154.04 Build/Dept: 00	oyce Amt 148.63 39.26 8.56 164.04	1	Type Bd Lv R N Y	Cond Pune 001 2421	y Acc A obj s 112 00	Goodines Isoc Subj 000 000000 Total Charge	opu 005	1L Joh	Chg Amt ) 1,711.54 \$1,711.54
Position: ATHLETIK <u>Type</u> ACC Ac Net: Pay Distri DIRDEP DIRDEP	1 E DIRECTOR Descriptio secued Wages \$1,361.05 ibutions Bavings Savings	Pay Group: n Unitz Total Gross: Adjusted Gross: \$1,311.05 \$50.00 \$88 Name:	9 <u>Rate</u> Gro 1,711.54 1,7 \$1,71 \$1,55 ALLEN. T	Abbrevietion FED OHIO SERS JILST SERS SERSANPK 11.64 DERS SERSANPK 11.64 Total: 57.60 Total Annuitie	5350.49 5: \$354.04 Build/Dept: 00 9TR0 Days:	oyce Amt 148.68 39.26 8.56 154.04	Positie 1	Type Bd Lv R N Y	Check Dist STRS Ho	2 ACC A obj S 112 00 112 00 	ounts coc subj coo ooooooo Total Charge	opu 005 d:	IL 300	Chg Amt ) 1,711.84 \$1,711.54
Position: ATHLETIK <u>Type</u> ACC Ac Net: Pay Distri DIRDEP DIRDEP	1 E DIRECTOR Description eccued Wages \$1,361.05 ibutions Bavings Bavings Bavings	Pey Group: n Units Total Cross: Adjusted Cross: \$1,311.05 \$50.00 \$88 Namer	9 <u>Rate</u> Gre 1,711.54 1,7 \$1,71 \$1,75 \$1,55 ALLEN. T	Abbrevietion FED OHIO SERS JIL64 SERS SERSANPK 11.64 Total: 57.60 Total Annuitie	Build/Dept: 00 STRS Days: Pay Items	oyce Amt 148.63 39.26 8.56 154.04	1	Type Bd Lv R N Y	Check Dist STRS Ho Pan	v Acc	ounts costinis ico Subj 000 000000 Total Charge	090 005 d:	IL 348	Chg Amt ) 1,711.84 \$1,711.54
Position: ATHLETK <u>Type</u> ACC Ac Net: Pay Distr DIRDEP DIRDEP Employee #	1 2: DIRECTOR Descriptio cerued Wages \$1,381.05 ibutions Savings Savings 1: 88888888 P	Pey Group: n Units Total Gross: Adjusted Gross: \$1,311.06 \$60.00 \$1,814.06 \$60.00 \$1,314.06 \$2,000 \$1,314.06 \$2,000 \$1,314.06 \$2,000 \$1,314.06 \$2,000 \$1,314.06 \$2,000 \$1,314.06 \$2,000 \$1	8 <u>Rata Gre</u> 1,711.54 1,7 \$1,71 \$1,55 ALLEN: T	Abbreviation FED OHIO STARS JERSANPK 11.54 DERS JERSANPK 11.54 Total: 57.60 Total Annuitie	Build/Dept: 00: 97780 Deys: Pay Items	oyce Amt 148.63 39.26 8.56 154.04	Positio	Type Bd Lv R N Y	Pa Fund Fune 001 2421 Check Dist STRS Ho Pa	y Acc obj s 112 0 112 0	ounts counts coo subj coo coocoo Total Charge co counts counts	090 005 d:	1L Joh 00 000	0 Chg Ant ) 1,711.54 \$1,711.54
Position: ATHLETIK <u>Type</u> ACC Ac Net: Pay Distr DIRDEP DIRDEP Employee #	1 2: DIRECTOR Descriptio secured Wages \$1,361.05 ibutions Savings Savings • 8888888 • 8888888	Pay Group: n Units Total Gross: Adjusted Gross: \$1,311.05 \$50.00 \$888 Name: ay Records	8 <u>Rats</u> Grr 1,711.54 1,7; \$1,71 \$1,55 ALLEN: T	Abbreviation FED OHIO STARS SERSANPK 11.64 Decision SERSANPK 11.64 Total: 17.60 Total Annuities	Build/Dept: 00 STRS Deys: Pay Items	oyce Amt 148.63 39.26 8.56 154.04 1/101	Positic 1 Positic	Type Bd Lw R N Y	Pa Tund Tune 001 2421 Check Dist STRS Ho Pa Durd Dura	Acc     A	ounts coounts coounts coounts	000 005 d:	1L Joh	Chg Ant 1,711.54



Exit out of your Pay Report then go back to the Payroll/Payroll Processing tab and click on the

button next to your current payroll.

# **Error Report**

The Error Report documents any errors encountered during the 'Initialize New Payroll' processing:

# **Error Report Example**

			3/30/17 2:33 PM
			Payroll Error Report
Pay Grp	Employee #	Pos # Severity	Message
1	979797979	Warning	Accrued PayAmount (2701.25) is greater than remaining total accrued wages (-1715.28).
2	44444444	Warning	Accrued PayAmount (1659.04) is greater than remaining total accrued wages (642.22).
2	888888888	Warning	Accrued PayAmount (1601.35) is greater than remaining total accrued wages (1256.93).
			Total Number of Messages
			3

# **Post Payroll**

Once payroll is ready to be Posted, click on the  ${f L}$ 

Post Payroll button:

Payroll List					
Status In Progress V					
Description Test					
Pay Date 4/7/17					
Pay Plan Biweekly v					
Pay Cycle First Pay of the month					
Suppress Voluntary Deductions					
Ignore Direct Denosit					
Start Data 99 2/40/47					
Start Date 3/19/17					
Start Date         1/19/17           Stop Date         1/1/17					
Start Date 3/19/17 Stop Date 4/1/17 Payroll Status: Initialized					
Start Date 3/19/17 Stop Date 4/1/17 Payroll Status:  Imitialized					
Start Date 3/19/17 Stop Date 4/1/17 Payroll Status: Initialized Modify Payroll Add Pay Group Pay Report 4	Error Report Post Payroll Delete Payroll Delete Payroll and Exceptions				
Start Date 3/19/17 Stop Date 4/1/17 Payroll Status: Initialized Modify Payroll Add Pay Group Pay Report 4	Error Report Post Payroll Delete Payroll Delete Payroll and Exceptions				
Start Date 3/19/17 Stop Date 4/1/17 Payroll Status: Initialized Modify Payroll Add Pay Group Pay Report 4 Payroll Pay Groups	Error Report Post Payroll Delete Payroll Delete Payroll and Exceptions			III Mora	n Percel
Start Date 3/19/17 Stop Date 4/1/17 Payroll Status: Initialized Modify Payroll Add Pay Group Pay Report 2 Payroll Pay Groups Code	Error Report Post Payroll Delete Payroll Delete Payroll and Exceptions	Date Bacon	Propertion Time	I More	ී Reset
Start Date 3/19/17 Stop Date 4/1/17 Payroll Status: Initialized Modify Payroll Add Pay Group Pay Report 4 Payroll Pay Groups Code 1	Error Report Post Payroll Delete Payroll Delete Payroll and Exceptions	Dete Range Start Date: 03/19/2017 Ston Date: 04/01/2017	Processing Time Completed Time 1 seconds	m More	C Reset
Start Date 3/19/17 Stop Date 4/1/17 Payroll Status: Initialized Modify Payroll Add Pay Group Pay Report 2 Payroll Pay Groups Code 1 5	Error Report Post Payroll Delete Payroll Delete Payroll and Exceptions Description ADMINISTRATORS 12 MO NON-CEPT	Date Range Start Date: 03/19/2017 Stop Date: 04/01/2017 Start Date: 03/19/2017 Stop Date: 04/01/2017	Processing Time Completed Time 1 seconds Completed Time 0 seconds	m More	C Reset
Start Date 3/19/17 Stop Date 4/1/17 Payroll Status: Initialized Modify Payroll Add Pay Group Pay Report 4 Payroll Pay Groups Code 1 1 5 3	Error Report     Post Payroll     Delete Payroll     Delete Payroll and Exceptions     AbMINISTRATORS     12 MO. NON-CERT     9 MO. NON-CERT	Date Range Start Date: 03/19/2017 Stop Date: 04/01/2017 Start Date: 03/19/2017 Stop Date: 04/01/2017 Start Date: 03/19/2017 Stop Date: 04/01/2017	Processing Time Completed Time: 1 seconds Completed Time: 0 seconds Completed Time: 1 seconds	m More	Statu:
Start Date 3/19/17 Stop Date 4/1/17 Payroll Status: Initialized Modify Payroll Add Pay Group Pay Report 2 Payroll Pay Groups Code 1 5 3 7	Error Report Post Payroll Delete Payroll Delete Payroll and Exceptions           Description           ADMINISTRATORS           12 MO, NON-CERT           9 MO, NON-CERT           CERTIFIED SUBS	Date Range           Start Date: 03/19/2017 Stop Date: 04/01/2017           Start Date: 03/19/2017 Stop Date: 04/01/2017           Start Date: 03/19/2017 Stop Date: 04/01/2017           Start Date: 03/12/017 Stop Date: 04/01/2017	Processing Time Completed Time: 1 seconds Completed Time: 0 seconds Completed Time: 0 seconds	I More	C Rese Statu
Start Date 3/19/17 Stop Date 4/1/17 Payroll Status: Initialized Modify Payroll Add Pay Group Pay Report 2 Payroll Pay Groups Code 1 5 3 7 10	Error Report Post Payroll Delete Payroll Delete Payroll and Exceptions           Description           ADMINISTRATORS           12 MO. NON-CERT           9 MO. NON-CERT           CERTIFIED SUBS           DO NOT DELETE. TESTING PAYORP	Dete Range         Start Date: 03/19/2017 Stop Date: 04/01/2017           Start Date: 03/19/2017 Stop Date: 04/01/2017         Start Date: 03/19/2017 Stop Date: 04/01/2017           Start Date: 03/12/2017 Stop Date: 04/01/2017         Start Date: 03/12/2017 Stop Date: 04/01/2017           Start Date: 03/12/2017 Stop Date: 04/01/2017         Start Date: 03/12/2017 Stop Date: 04/01/2017	Processing Time Completed Time 1 seconds Completed Time 0 seconds Completed Time 0 seconds Completed Time 0 seconds	More	Statu
Start Date 3/19/17 Step Date 4/1/17 Payroll Status: Initialized Modify Payroll Add Pay Group Pay Report 4 Payroll Pay Groups Code 1 1 5 3 7 10 6	Error Report     Post Payroll     Delete Payroll     Delete Payroll     Delete Payroll and Exceptions     ADMINISTRATORS     12 MO. NON-CERT     9 MO. NON-CERT     CERTIFIED SUBS     DO NOT DELETE. TESTING PAYGRP     NON-UN NON-CERT	Date Range           Start Date: 03/19/2017 Stop Date: 04/01/2017           Start Date: 03/19/2017 Stop Date: 04/01/2017           Start Date: 03/19/2017 Stop Date: 04/02/2017           Start Date: 03/12/2017 Stop Date: 04/22017           Start Date: 03/12/2017 Stop Date: 04/02/2017	Processing Time Completed Time: 1 seconds Completed Time: 0 seconds Completed Time: 1 seconds Completed Time: 0 seconds Completed Time: 0 seconds	E More	Statu
Start Date 3/19/17 Stop Date 4/1/17 Payroll Status: Initialized Modify Payroll Add Pay Group Pay Report 2 Payroll Pay Groups Code 1 5 3 7 10 6 4	Error Report Post Payroll Delete Payroll Delete Payroll and Exceptions           Description           ADMINISTRATORS           12 MO. NON-CERT           9 MO. NON-CERT           CERTIFIED SUBS           DO NOT DELETE, TESTING PAYGRP           NON-NN NON-CERT           10 MO. NON-CERT	Date Range           Start Date: 03/19/2017 Stop Date: 04/01/2017	Processing Time Completed Time 1 seconds Completed Time 0 seconds	m More	C Resel
Start Date 3/19/17 Stop Date 4/1/17 Payroll Status: Initialized Modify Payroll Add Pay Group Pay Report 4 Payroll Pay Groups Code 1 5 3 7 7 10 6 4 8	Error Report Post Payroll Delete Payroll Delete Payroll and Exceptions           Description           ADMINISTRATORS           12 MO. NON-CERT           9 MO. NON-CERT           CERTIFIED SUBS           DO NOT DELETE, TESTING PAYGRP           NON-VORT           10 MO. NON-CERT           10 MO. NON-CERT	Date Range           Start Date: 03/19/2017 Stop Date: 04/01/2017           Start Date: 03/19/2017 Stop Date: 04/01/2017           Start Date: 03/12/2017 Stop Date: 03/25/2017           Start Date: 03/12/2017 Stop Date: 03/25/2017	Processing Time Completed Time 1 seconds Completed Time 0 seconds	1 More	C Reset

Confirm ×
Are you sure you want to post this payroll?
Cancel Post

Click on Post to continue with posting of payroll or Cancel to stop the posting of payroll and revert back to the Payroll List.

Once selected to Post payroll, the Posting Status at the left hand corner will complete in a few seconds.

Payroll Detail			
- ujion Botan			
Payroll Lin	1		
T dyron El	ĸ		
Clabor			
Status	Posted ¥		
Description	Test		
Pay Date	£ 4/7/17		
Pay Plan	Biweekly 🔻		
Pay Cycle	First Pay of the month		
	Suppress Voluntary Deductions		
	Ignore Direct Deposit		
Start Date	99 3/19/17		
Stop Date	4/1/17		
Payron Star	us. 🧉 Posted Completed Time: 3 seconds		
Pay Repo	t & Error Report Budget Distribution Report & Payroll Account Distribution R	eport Unpost Process Payments	
Den un la Den			
Payroll Pay	Groups		More 🖱 Reset
Code		Description	Date Range
1		ADMINISTRATORS	Start Date: 03/19/2017 Stop Date: 04/01/2017
5		12 MO, NON-CERT.	Start Date: 03/19/2017 Stop Date: 04/01/2017
3		9 MOL NON-CERT	Start Date: 03/19/2017 Stop Date: 04/01/2017
7		CERTIFIED SUBS	Start Date: 03/12/2017 Stop Date: 03/25/2017
10		DO NOT DELETE, TESTING PAYORP	Start Date: 03/19/2017 Stop Date: 04/01/2017
0		NON-ON NON-CERT.	Start Date: 03/12/2017 Stop Date: 03/25/2017
4		NON OFFICIENCE	Start Date: 03/19/2017 Stop Date: 04/01/2017
8		NUN-CERT SUBS	Start Date: 03/12/2017 Stop Date: 03/25/2017
4		CENT. EMPLOTEES	Start Date: 05/19/2017 Stop Date: 04/01/2017

There are reports that are created during the Posting Payroll process:

- Pay Report
  Error Report
  Budget Distribution Report
  Payroll Account Distribution Report

# **Budget Distribution Report**

Budget Distribution Report	Options
Report Title: *	Budget Distribution Report
USAS Check Number:	100
USAS Vendor Number:	100
	📥 Generate Report

### 4/11/17 8:29 AM

# **Budget Distribution Report**

# JUNIT CITY SCHOOLS

Report Generated By: admin

### Payroll Pay Date: 3/3/2017

Fund	Function	Object	SCC	Subject	OPU	IL	Job	FYID Unencumbered Balance	Gross Expended	Projected Unencumbered Balance
001	512	0000	2411	000000	004	00	000		1,516.49	
001	512	0000	2421	000000	004	00	000		2,701.25	
001	640	0000	1110	000000	004	00	000		1,601.35	
006	560	0000	3120	000000	006	00	000		1,115.38	
200	891	9440	4134	000000	003	00	000		10.00	
200	891	9710	4141	000000	005	00	000		1,659.04	

	Report	t Summary	
	Fun	d Totals	
	Fund	Tetal	
	001	\$5,819.09	
	200	\$1,115.38 \$1,669.04	
3udget Account Grand Total: 6		Total All Funds:	\$8,603.51
* Use the following	information to ty Check Numbe Check Pay Dat Vendor Numbe Total Amou	r <b>pe a warrant check f</b> er: 100 de: 3/3/2017 er: 100 nt: \$8,603.51	or this pay period. *
	Treasure	r's Certificate	
	; ) required	to meet the contract, agre	ement, obligation, payment or
expenditure for the above, has been la or in process or collection to the credit outstanding.	of the	r authorized or directed for fund free from any	obligation or certification now
It is hereby certified that the amount (a expenditure for the above, has been la or in process or collection to the credit outstanding.	Date	r authorized or directed for fund free from any	obligation or certification now

	4/11/17 8:38 AM Payroll Account Distribution Detail Report														
	JUNIT CITY SCHOOLS														
	Report Generated By: admin														
	Payroll Pay Date: 3/3/2017														
Fund	Function	Object	SCC	Subject	OPU	IL	Iob	Employee #	Tob #	Employee Name	Gross Expended				
001	512	0000	2411	000000	004	00	000	555555554	1	CONNERY, SEAN S.	697.69				
								88888889	1	BROCKOVICH, ERIN H.	818.80				
										BUDGET SUBTOTAL:	1,516.49				
001	512	0000	2421	000000	004	00	000	979797979	1	CLOSE, GLENN A.	2,701.25				
										BUDGET SUBTOTAL:	2,701.25				
001	640	0000	1110	000000	004	00	000	888888888	1	ALLEN, TIMOTHY M.	1,601.35				
										BUDGET SUBTOTAL:	1,601.35				
006	560	0000	3120	000000	006	00	000	888888989	1	CHILDS, JULIA M.	1,115.38				
										BUDGET SUBTOTAL:	1,115.38				
200	891	9440	4134	000000	003	00	000	88888889	1	BROCKOVICH, ERIN H.	10.00				
										BUDGET SUBTOTAL:	10.00				
200	891	9710	4141	000000	005	00	000	44444444	1	KRAMER KOSMO K	1 659 04				
200	001	3710		000000	003	00	000			BUDGET SUBTOTAL:	1,659.04				
								1 of 2							
								1012							
							R	eport Summar Fund Totals	y						
						Fund				Total					
						001			\$	\$5,819.09 \$1 115 38					
						200			4	\$1,669.04					

Total All Funds: \$8,603.51

If the payroll is not correct, there is an option to '**Unpost'** the payroll. The Payroll to be '**Unpost'**, has to be in the Current Period or an error will be created:

Ø Error - Cannot Unpost HistoricalPayroll Not in Current Period

### **Process Payments**

A Bank Account needs to be added first under Core/Bank Account before processing payments can continue.

The Process Payments option creates the employee's Checks or Direct Deposit printing files:

Process Payments			+ ×
Processing:	<ul> <li>Checks</li> <li>Direct Deposits</li> </ul>		
Output Format:	<ul> <li>XML (Export)</li> <li>PDF (Print)</li> </ul>		
Bank Account:	Default Bank Account	<b>~</b>	
Sort By:	Employee ID	<b>v</b>	
Starting Check Number:			
File Name:			
	A Process Payments	]	
	Done		

Select the **Processing** of the Payments:

- Checks
- Direct Deposits

**Output Format:** 

- XML (Export)
- PDF (Print)

**Bank Account:** 

• Default Bank Account

Click on the drop down box to select your Sort By options (Employee ID, Employee ID, Building/District, Name, etc.)

Leave Starting Check Number blank to automatically increment highest current number.

Process Payments

The File Name will automatically fill in according to what Process and Output Format has been selected:

- Checks
  - Checks.xml
  - Checks.pdf
- Direct Deposits
  - DirectDeposits.xml
    - DirectDeposits.pdf

Once all is entered, click on

to process the payments or click on **Done** to exit out.



### Checks XML (Export) Example:

```
<?xml version="1.0"?>

    <PayrollPayments>

    <checkPaymentDetail>

        <number>101</number>
        <type>PayrollCheck</type>
        <organizationName>Poulan (Demo) Schools</organizationName>
        <organizationIRN>512566</organizationIRN>

    <organizationAddress>

            <street1>582 Greenhouse Trail</street1>
            <city>Eldorado</city>
            <state>Ohio</state>
            <postalCode>22736</postalCode>
            <foreignAddress>false</foreignAddress>
            <country>US</country>
        </organizationAddress>
       - <name>
            <lastName>McKee</lastName>
            <firstName>Mary ann</firstName>
            <middleName>Harley</middleName>
        </name>
        <address>
            <street1>991 Mccaslin Crescent</street1>
            <city>Lanier</city>
            <state>OH</state>
            <postalCode>73124</postalCode>
            <foreignAddress>false</foreignAddress>
        </address>
        <employeeSsn>999955789</employeeSsn>
        <employeeNumber>ANON104</employeeNumber>
        <hireDate>2006-04-20T00:00:00-04:00</hireDate>
        <odjfsHireDate>2006-04-20T00:00-04:00</odjfsHireDate>
        <email>mckee@example.org,mckee@example.com</email>
        <emailDirectDeposit>false</emailDirectDeposit>
        <userText1>want</userText1>
        <userCode2>56</userCode2>
        <userMoney1>0.00</userMoney1>
        <userMoney2>41590.00</userMoney2>
        <userMoney3>0.00</userMoney3>
        <userMoney4>0.00</userMoney4>
        <net>666.33</net>
        <gross>766.67</gross>
        <amount>666.33</amount>
        <adjustedGross>709.37</adjustedGross>
        <adjustedYTD>17870.39</adjustedYTD>
        <grossYTD>21320.96</grossYTD>
        <payDate>2017-05-19T00:00:00-04:00</payDate>
        <periodStart>2017-04-30T00:00:00-04:00</periodStart>
        <periodEnd>2017-05-13T00:00:00-04:00</periodEnd>
        <written1>Six Hundred Sixty-Six Dollars and 33/100 Cents</written1</pre>
         enaverallItomTotals 100 24 < (naverallItomTotals
```

Checks.pdf Example:

05/19/2017	101	ANON104 9	Mary ann Harley M	cKee			05/13/2017	
Six Hundred Sixty-Six Dollars and 33/100 Cents McKee, Mary ann H. 991 Mccaslin Crescent Lanier, OH 73124	666.33	TEST Accrued Wages Regular Wages	7.000 0.000 8.000	350.00 84.72 331.95 709.37 21,320.96	Federal Tax City Tax *Annuity *Regular Medicare Tax OSDI Tax	24.92 11.07 257.85 9.75 10.70 7.13	Ohio State Tax Annuity *Regular Regular *Medicare Tax	11.27 28.65 44.00 6.60 10.70
		0.000/1450.000 0.000/8.000 M 1	0.000/0.000 8/222 /173 1		*BOARD AM CK. #10	OUNT 1		100.34 666.33

Direct Deposits XML (Export) Example:

```
<?xml version="1.0"?>

    <PayrollPayments>

    <directDepositPaymentDetail>

        <number>1000023</number>
        <type>DirectDeposit</type>
        <organizationName>Poulan (Demo) Schools</organizationName>
        <organizationIRN>512566</organizationIRN>

    <organizationAddress>

            <street1>582 Greenhouse Trail</street1>
            <city>Eldorado</city>
            <state>Ohio</state>
            <postalCode>22736</postalCode>
            <foreignAddress>false</foreignAddress>
            <country>US</country>
        </organizationAddress>
      - <name>
            <lastName>McKee</lastName>
            <firstName>Mary ann</firstName>
            <middleName>Harley</middleName>
        </name>

    <address>

            <street1>991 Mccaslin Crescent</street1>
            <city>Lanier</city>
            <state>OH</state>
            <postalCode>73124</postalCode>
            <foreignAddress>false</foreignAddress>
        </address>
        <employeeSsn>999955789</employeeSsn>
        <employeeNumber>ANON104</employeeNumber>
        <hireDate>2006-04-20T00:00:00-04:00</hireDate>
        <odjfsHireDate>2006-04-20T00:00:00-04:00</odjfsHireDate>
        <email>mckee@example.org,mckee@example.com</email>
        <emailDirectDeposit>false</emailDirectDeposit>
        <userText1>want</userText1>
        <userCode2>56</userCode2>
        <userMoney1>0.00</userMoney1>
        <userMoney2>41590.00</userMoney2>
        <userMoney3>0.00</userMoney3>
        <userMoney4>0.00</userMoney4>
        <net>0.00</net>
        <gross>0.00</gross>
        <amount>0.00</amount>
        <adjustedGross>-28.65</adjustedGross>
        <adjustedYTD>17132.37</adjustedYTD>
```

Direct Deposits.pdf Example:

	** NOTI	FICATION OF DIRECT DE	EPOSIT **		
		Poulan (Demo) Schools 582 Greenhouse Trail Eldorado, Ohio 22	736		
	DATE 05/19/2017	PAYROLL AC	COUNT		
	PAY TO THE ORDER OF Mary ann Harley M 991 Mccaslin Cres Lanier, OH 731	ЛсКее scent 24	NET PAY \$0.00		
	THE FOLLOWING AMOUN INSTITUTION 6364426	TS HAVE BEEN DEPOSITED T ACCOUNT 7516220646	TO YOUR ACCO AN	DUNTS: AOUNT 0.00	
ID	JBN EMPLOYEE NAME		DISTR	END DATE	DEP #
	PAY		CURRENT D	EDUCTIONS	
NAME	UNITS AMOUNT	NAME AN *Annuity *Regular	MOUNT 257.85 9.75	NAME *Regular	AMOUNT 44.00
ADJUSTED GROSS GROSS Y-T-D	-28.65 20,554.29				
USE-SICK BAL 0.000/1450.000	USE-VAC BAL 0.000/0.000				
USE-PER BAL 0.000/8.000	SERVICE DAYS 8/222 /173	СК #	1000023	TOTAL DED.	0.00
EX FED	EX ST				

### Warning Messages

No compensation to calculate hours in a day for potential partial dock absence for employee number XXXXXXXXX, activity date: Thu Feb 14 00-00-00 EST 2013, unit: Daily, length: 1.000

# **Payroll Processing Video**

# **Payroll Payments-Current**

- Create a Payroll Payments-Current Entry
   Payroll Payments Current Video
- Payroll Payments-Current Video

#### **Payroll Payments - Current**

The **Payroll Payments-Current** module is used to add payroll information for employees not included in the regular payroll (during initialization) or to modify or delete payroll information for employees already included in the current payroll.

A Warning will be issued if no current payroll is IN PROGRESS:

+ Create							Q	III Mo
	Number	Last Name	First Name	Payroll Description	Pay Date	Pay Cycle	Position Number	Position Description

# **View Payroll Payments Current Entry**

If additional columns on the grid are needed this can be done by create by clicking on the of the grid and check marking the column header name(s0 you want included on the grid. The order of the columns can be changed by simply dragging them to the desired location.

The Payroll Payments-Current grid allows the user to search for existing records. You can either enter in the Number or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you are wanting to view or edit. Example - First Name is one of my grid options. If I type in %San% (% is use as a wildcard) in the First name field, all occurrences of anyone with San in

the first name will appear. You can then click on the	to view or	to edit next to the	e desired Payroll Pay	yments-Current record.
---	------------	---------------------	-----------------------	------------------------

Number         Last Name         First Name         Payroll Description         Pay Date         Pay Cycle         Position Number         Position Description	+ Cr	reate									Q I More	3 Reset
			Number	Last Name	First Name	Payroll Description	Pay Date	Pay Cycle	Position	Number	Position Descri	ption

# **Create a Payroll Payments-Current Entry**

- 1. From the Payroll Menu, select 'Payroll Payment-Current' option
- 2. Click on + Create
- 3. In the Payroll field from the drop down box, choose the payroll that you want this payment or modification for.

4. In the Employee field type in either a partial identification number for the employee or a few alpha characters of the employee's first or last name.

When entering in either a partial ID number or a few characters of the employee's first or last name a list of employees matching that criteria will appear. From here you can then select the employee you are searching for from the drop down box.

5. In the Compensation field from the drop down box select the position you are wanting to pay or modify for this employee in this payroll.



Position Pay		
Payroll *	04/15/2016 - Biweekly - Second Pay of a three pay month - Test	~
Employee*	BULLOCK, SANDRA S - 333333333	~
Position	Position Number: 1, Position Description: BUS DRIVER, Status: Active	~
	Continue	
U Ÿ —		

7.You will then need to enter in the desired pay information by clicking on in the

+ Add

button in the bottom left hand corner:

✓ Save © Cancel												
Employee BULLOCK, SANDRA S - 333333333						Position Nut	iber. 1, Position Des	cription: BUS DRIVER	L Status: Activ			v
Gross Calculations	Cert	kacil Gross		leona								
0.00 Life Insurance Premium Non Cash Earnings	Non	0.00 Cash Taxable Benefit		0.00 Position Retirement Gross								
Supplemental Cross 0.00		0.00		0.00								
8-3-c	Commenter (	-					forstant former	Marca Martine		Constant of the local division of the local	terior for Referent	Re of Lot
O Of Miscelaneous V	Positio u		5.00		25 000	0.0	0.00	neura menan	5.000	Lunch	R Applies For Ketrement	CPayrol
<												>
+ Add												

8. Choose the Pay Type this current record is being added for (MIS, REG, DCK, etc)

9. Choose the **Compensation** record you are wanting to use for this payment from the drop down box.

10. Enter in the Units (hours/days) you are paying the employee for.

11. The **Rate** for the job is the amount an employee earns per unit they work. This amount could be for a day, hour, etc.If the Rate field is left blank it will automatically default to the Position screen rate.

12. The Gross will automatically be populated when the record is saved.

- 13. The **Contracted Gross** would be pulled in if this was a stretch paid employee.
- 14. Enter in the Hours Worked. This field is important for retirement reporting as well as Affordable Care Act reporting purposes.

15. A brief **Description** can be entered to reference what the payment is for.

16. Does this payment count toward retirement? If so check the <b>Applies for Retirement</b> field. If this payment does not count
toward retirement uncheck the next to the Applies for Retirement field.
17. Is this to be taxed as a Supplemental payment? If it should be taxed as a supplemental payment check the box next to Supplemental if
it is not to be taxed as a supplemental payment uncheck it is not to <b>Supplemental</b> .
18. Once data is added for the employee, click on Save If you do not want to add this record click on
Once the posting has been Saved if this posting needs to be deleted click on the <i>screen</i> and then click the

	Confirm ×	
	Are you sure you want to delete?	
next to the entry. You will be prompted asking if you are sure you want to delete this entry entry will be removed.	Cancel Delete	if you click Delete the
Once the posting has been Saved but needs to be Modified, click on the button at the the entry. You can then make your changes and click <b>Save</b> to save the changes and click	e top left of the screen and then ges made to the record.	click the end of the second seco

# Payroll Payments-Current Video

# **Payroll Payments-Future**

- Highlight Viewer
- Create a Future Entry
- Payroll Payments-Future Video

#### **Payroll Payments - Future**

Future allows a user to enter payroll exceptions before starting a payroll. Exceptions can be entered days, even months ahead of time.

**Future** works in the same manner as Current. The only difference is that an effective date field appears in Future. This field allows the user to direct a Future record into a specific payroll. The effective date must be inclusive of payroll period begin and end dates in which the payment needs to be made.

Future pay records entered using the FUTURE option will be included in the current payroll only if the effective date falls within the payroll beginning and ending dates specified in the Initializing of the new payroll or if the effective date is all zeroes. Future pay records pulled into the current payroll will be deleted from the FUTURE screen the next time your new pay is INITIALIZED.

ure Pa	y Amou	nts										ī <b>—</b>	Ĭ.
+ c	reate		Number	Last Name	First Name	Position Number	Description	Рау Туре	Effective Date	Units	Rate	Mor (	e <b>D</b> Reset
۲	6	0	555555554	CONNERY	SEAN	1	Misc	Miscellaneous		10.00	45.	000	450
۲	6	0	555555554	CONNERY	SEAN	1	SUPER	Regular		2.00	303.	846	607
۲	6	0	555555554	CONNERY	SEAN	1	Test	Miscellaneous		2.00	45.	000	90
۲	6	0	999999998	PITT	BRADLEY	1	Meeting	Miscellaneous	04/18/2003	7.00	10.	000	70

### **Highlight Viewer**

To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:

1 0 -	to												
TOR	sate		Number	Last Name	First Name	Position Number	Description	Pay Type	Desilies Number				
			Number	Last Name	Fischame	Posicion Number	Description	Pay type	Position Number	1			
	1	0	999999998	PITT	BRADLEY	1	Meetina	Miscellane	Description				
	8	o o	555555554	CONNERY	SEAN	1	Test	Miscellane		Name			
	8	0	555555554	CONNERY	SEAN	1	Misc	Miscellane	Last Name	PITT			
•	I	0	555555554	CONNERY	SEAN	1	SUPER	Regular	First Name	BRADLEY			
										Future Day Amo	int		
										Tutare Pay Amo			
									Description	Meeting			
									Pay Type	Miscellaneous	•		
									Effective Date	4/18/03			
									Units		7.00		
									Rate		10.000		
									Gross	70.00	1		
										Identification			
										dentineation			
									Number	999999998			
									Specific Pay Accounts	Amount Charged	Employer Distribution	Leave Projection	Rate Typ
										70.000	true	false	

# **Create a Future Entry**

- 1. From the Payroll Menu, select 'Payroll Payment-Future' option
- 2. Click on + Create
- 3. In the Employee field type in either a partial identification number for the employee or a few alpha characters of the employee's first or last name.

When entering in either a partial ID number or a few characters of the employee's first or last name a list of employees matching that criteria will appear. From here you can then select the employee you are searching for from the drop down box.

4. In the Compensation field from the drop down box select the position you are wanting to pay or modify for this employee in this payroll.



6. You will then need to enter in the desired pay information by clicking on in the

+ Add b

button in the bottom left hand corner:

Ployee  Future Pay Amount Description Rate Retire Hours Pay Accounts Specific Pay Account rateType expen	Pay Type Gross	· ·	Compensation *  Effective Date  Applies For Retirement  Supplemental Tax Option	Units Payroll Exception
Ployee  Future Pay Amount Description Rate Retire Hours Pay Accounts Specific Pay Account rateType expen	Pay Type Gross	· ·	Compensation *	Units Payroll Exception
Future Pay Amount         Description         Rate         Rate         Retire Hours         Pay Accounts         Specific Pay Account         rateType       expen	Pay Type Gross		Effective Date	Units Payroll Exception
Future Pay Amount         Description         Rate         Rate         Retire Hours         Pay Accounts         Specific Pay Account         rateType       expen	Pay Type Gross		Effective Date	Units Payroll Exception
Future Pay Amount         Description         Quescription         Rate         Rate         Retire Hours         Pay Accounts         Specific Pay Account         rateType       expen	Pay Type Gross		Effective Date	Units
Catalee Pay Amount Description Rate Retire Hours Pay Accounts Specific Pay Account rateType expen	Pay Type Gross		Effective Date	Units
Rate Retire Hours Pay Accounts Specific Pay Account rateType expen	Pay Type Gross	•	Effective Date	Units
Rate Retire Hours Pay Accounts Specific Pay Account rateType expen	Gross		Applies For Retirement Supplemental Tax Option	Payroll Exception
Rate Retire Hours Pay Accounts Specific Pay Account rateType expen	Gross		Applies For Retirement Supplemental Tax Option	Payroll Exception
Retire Hours Pay Accounts Specific Pay Account rateType expen	Supplemental		Supplemental Tax Option	
Retire Hours Pay Accounts Specific Pay Account rateType expen	Supplemental		Supplemental Tax Option	•
Pay Accounts Specific Pay Account rateType expen	Supprementar			•
Pay Accounts Specific Pay Account rateType expen				
Specific Pay Account rateType expen				
Specific Pay Account rateType expen				
rateType expen				
	nditureAccount	amountCharged	leaveProjection	employerDistribution
+				

- 7. A brief **Description** can be entered to reference what the payment is for.
- 8. Select the Pay Type from the drop down box for this future record -(MIS, REG, DCK, etc)
- 9. An Effective Date is the date when the record should be paid. When this date is included within the run of the current payroll beginning and ending dates, the record will be included in the payroll. If no date is entered in the Effective Date field, the record will be included in the next payroll run.
- 10. The Units field contains the number of units that the employee should be paid by. This could be the number of hours/days the employee worked.
- 11. The Rate for the job is the amount an employee earns per unit they work. This amount could be for a day, hour, etc. If the Rate field is left blank it will automatically default to the Position screen rate.
- 12. The Gross field will be populated when the record is saved.
- next to the **Applies for Retirement** field. If this 13. Does this payment count toward retirement? If so check the corresponding box

next to the Applies for Retirement field. payment does not count toward retirement uncheck the corresponding box 14

4. Enter in the Retire Hours. This field is important for reti	irement reporting as well as Affordable	Care Act reporting purposes
--	---	-----------------------------

15.	Is this to be taxed as a supplemental payment? If it should be taxed as a supplemental payment check the corresponding box
	to Supplemental if it is not to be taxed as a supplemental payment uncheck the corresponding how
	to Suppremental in it is not to be taked as a suppremental payment uncheck the corresponding box — next to Suppremental.
16.	Choose the <b>Supplemental Tax Option</b> from the drop down box.
	If a Specific Pay Account is to be used for this payment click the
	a. Choose the <b>Rate Type</b> from the drop down box specifying if this is a Fixed or Percent.
	b. Choose from the drop down box which <b>Expenditure Account</b> is to be used.
	c. Enter in either a percentage or fixed amount to charge to this account in the <b>Amount Charged</b> field.
	d. Should this account be used to charge out leave entered in USPSCN/ATDSCN and the job calendars to the corresponding leave

account. If leave should be charged to this account check the corresponding box in the corresponding box is to be charged to this account check the corresponding box is th
s not to be used to charge this account, uncheck the corresponding box ———————————————————————————————————
e. Is this an <b>Employer Distribution Account</b> . If benefits are to be charged to this account check the corresponding box
benefits are not to be charged to this account uncheck the corresponding box by next to the <b>Employer Distribution Account</b> field.

benefits are not to be only	ed to this decount dhoheok the corresponding box —	
C		
品		

17. The trash can is icon can be used to remove an account from the Specific Pay Account field.



## **Payroll Payments-Future Video**

# Processing

Processing menu contains Outstanding Payables

### **Benefit Update and Projection**

- Overview
- Accrual Option
- Benefit Accrual Report
- Reset Personal Leave Option
  - Personal Leave Reset Report
- Convert Personal Leave To Pay Option
  - Convert Unused Personal Leave To Pay Report
- Convert Personal Leave to Sick Leave Option
  - Convert one personal leave day to one sick day report
  - Convert 50% of the unused personal leave to sick days report
  - · Convert the unused personal leave balance minus 1 to sick days report
  - Carry over one personal leave day, and convert the remainder of the personal leave days minus 1 sick days report
- Part Time Sick Leave Accrual Option
  - Part Time Sick Leave Accrual Report

### Overview

The Benefit Update and Projection program provides features that facilitate the tracking of employee vacation, sick leave, and personal leave amounts. The program can be run once each month or as needed to keep balances current.

The Benefit Update and Projection program also assists in converting unused personal leave to sick leave or payment to the employee and in converting Part Time Sick Leave balance for Part-time employees.

Posting Period must be open in order for leave or payment to be posted. Will produce an Error message when ran in Actual:

accur	r - Posting period is not open for Specific Accrual Date entered. Posting period must be open to post leave nulation.	
Massagas		
Messages		
Messages	r - Posting period is not open for current month. Posting period must be open to post leave usage.	

The **'Accrual'** Option allows you to create a projection report or actually perform the accrual calculations for employee vacation, sick leave, and/or personal leave. The accrual amounts are based upon the values entered in the Accum/month fields in the CORE/LEAVES record. For the accumulation fields, a value must also be entered in the Maximum field. During the accumulation process, any maximum field that is left blank will set the employee balance to zero. An error message will also be listed for any employee that has reached the maximum during the accumulation.

The **'Reset Personal Leave'** allows you to create a projection report or reset the employee personal leave balance as setup in the CORE/LEAVES record. When Benefit Update and Projection is run, the leave type specified will be reset by the value entered in the Personal, Reset value field. The report includes the previous personal leave balance, the amount that will be added to the current personal leave balance to bring the balance to the reset value, and the new balance.

Accruing or resetting leave will be reflected on the employees' CORE/LEAVES record. Accumulation (AC) records will automatically be added for employees in CORE/ATTENDANCE.

The 'Convert Personal Leave To Pay' employees for unused personal leave. When the amount is calculated, partial days may be included or excluded from the payment. When the actual option is processed, Accumulation (AC) for personal leave (PL) and sick leave (SI) records are automatically added in CORE/ATTENDANCE.

The 'Convert Personal Leave to Sick Leave' allows for unused personal leave days to be converted to sick leave. When the actual option is processed, Accumulation (AC) for personal leave (PL) and sick leave (SI) records are automatically added in CORE/ATTENDANCE.

The **'Part Time Sick Leave Accrual'** allows you to first create a Projection report and then complete the Actual calculations for the employees 'Part Time Sick leave'. The accrual amounts are based upon the values entered in the employee's Current Service Hours, Service Hours Accumulator and by checking the box for, 'Accumulate Based On Hours' field, in the CORE/LEAVES/SICK record. On the 'EMPLOYEE' screen, the 'Part Time' box needs to be checked in order to be included on the 'Part Time Sick Leave' accrual.

### **Accrual Option**

Accrual	Reset Persona	al Leave	Convert Personal Leave To Pay	Convert Personal Leave to Sick Leav	e Part Time Sick Leave Accrual	
Report Title: * Accrual or Projection? Benefit Accrual Options: Specific Accrual Date: Sort Options:		Benefit Accrual Sick Le	Accrual Report       I Report       ave       •       e ineligible Positions?			
Select F	∂ay Groups:	Available None (\$ ADMINI DO NO' CERT E 9 MO. N 10 MO. 12 MO. NON-U CERTIF NON-C	5\$) STRATORS (1) T DELETE, TESTING PAYGRP (10 EMPLOYEES (2) ION-CERT (3) NON-CERT (4) NON-CERT (5) N NON-CERT (6) TED SUBS (7) ERT SUBS (8) Terate Report	Selecte	d	•

The 'Benefit Accrual Report' is the default file name for the Accrual report. This can be changed by entering a new file name in the Report Title field.

The Accrual or Projection ?: The projection (P) option is the default option and is recommended to be ran first to allow for verification of data before the accrual is made.

Select the type of benefit to be accrued in the Benefit Accrual Options field. The following type of leave are available:

- Vacation leave
- Sick leave
- Personal leave
- · All leave types

If a date is entered in the Specific Accrual Date field, the Attendance records will be added with the date specified. If a date is not entered, the system date will be placed on the Attendance records.

The Include ineligible Positions field offers the following options:

- Check to Include ineligible jobs. Jobs not eligible for benefit(s) will be included on the report.
- Leave Unchecked if to Exclude ineligible jobs. Only jobs eligible for benefit(s) selected will be included on the report.

The Sort field offers the following options:

- Employee Name
- Employee Number

The Select Pay Groups field allows you to select specific Pay Groups for reporting purposes. Highlight to select those pay groups that you wish

to report on from the Available box and move it over

<

to the Selected box. You can choose none or any number of pay groups to report

on. To remove from the selected box use

to move it back to the available box.

📥 Generate Report

After you have all the selections entered, you will want to

sample reports

#### **Benefit Accrual Report**

### 11/2/16 8:56 ам Benefit Accrual Report

### JUNIT CITY SCHOOLS

#### Accrual Report Sick Leave Sorted by Employee Name

Employee	Number	Appt Type	Vacation Prev	Vacation	Vacation New Ral	Sick Prev Bal	Sick Accum	Sick New Bal	Personal Prev Bal	Personal	Personal New Bal
ALAN E	77777777	Classified			2.12	1.25	1.25	2.50			
ANTHONY D	656565656	Classified				16.25	1.25	17.50			
BUGS E BUNNY	555555555	Classified				-1.00	1.25	0.25			
ERIN H BROCKOVICH	88888889	Classified				3.25	1.25	4.50			
GLENN A. CLOSE	979797979	Certificated				195.85	1.25	197.10			
IMPORT TEMPLATE	484848888	Classified				0.00	0.00	0.00			
JOHN Q PUBLIC	111111122	Classified				29.25	1.25	30.50			
JOSHUA JOHN	OL1000020	Classified				15.00	1.25	16.25			
JULIA M	888888989	Classified				46.00	1.25	47.25			
KOSMO K KRAMER	44444444	Certificated				16.25	1.25	17.50			
Michael	DIC000010	Classified				0.00	1.25	1.25			
SANDRA S	333333333	Classified				3.75	1.25	5.00			
SEAN S	555555554	Certificated				159.00	50.00	209.00			
TESTI JUNITI	848484848	Classified				0.00	1.25	1.25			
TIMOTHY M ALLEN	88888888	Certificated				-0.75	1.25	0.50			
					1	of 2					
	(#) Employee has reached the maximum for one of the benefits.										

# **Reset Personal Leave Option**

Accrual	Reset Perso	onal Leave	Convert Personal Leave To P	ay	Convert Personal Le	ave to S	Sick Leave	Part Time Sick Leave Accrual	
Reset o Specific	r Projection? Accrual Date:	Personal 3/1/17 Include	I Leave Reset Projection Rep 7 ineligible Positions?	ort 🔻					
Sort Op	tions:	Employe	e Name 🔻						
Select F	Pay Groups:	Available 9 MO. NO 10 MO. N 12 MO. N NON-UN CERTIFIE NON-CEI SUPPLEI	DN-CERT (3) ION-CERT. (4) ION-CERT. (5) NON-CERT. (6) ED SUBS (7) RT SUBS (8) MENTAL (9)		×	> <	Selected None (\$\$) ADMINIST DO NOT D CERT. EM	RATORS (1) DELETE, TESTING PAYGRP (10 PLOYEES (2)	)
		🛓 Gene	rate Report						

The **Reset or Projection**: The projection option is the default option and is recommended to be ran first to allow for verification of data before the reset takes place.

If a date is entered in the **Specific Accrual Date** field, the Attendance records will be added with the date specified. If a date is not entered, the system date will be placed on the Attendance records.

The Include ineligible Positions? field offers the following options:

- Check to Include ineligible jobs: Jobs not eligible for benefit(s) will be included on the report.
- Leave Unchecked if to Exclude ineligible jobs: Only jobs eligible for benefit(s) selected will be included on the report.

The Sort field offers the following options:

- Employee Name
- Employee Number

The Select Pay Groups field allows you to select specific Pay Groups for reporting purposes. Highlight to select those pay groups that you wish

to report on from the Available box and move it over to the Selected box. You can choose none or any number of pay groups to report

on. To remove from the selected box use

to move it back to the available box.

After you have all the selections entered, you will want to

📥 Generate Report

### Personal Leave Reset Report

### 7/19/16 12:24 PM Personal Leave Reset Report

#### JUNIT CITY SCHOOLS

#### Personal Leave Reset Report Sorted by Employee Number

Employee Name	Number	Frev Bal Nev	Bal
JOHN Q PUBLIC	111111122	2.50	3.00
SANDRA'S BULLOCK	333333333	2.50	3.00
KOSMO K KRAMER	<del>111111111</del>	8.00	3.00
IMPORT TEMPLATE	484848888	0.00	0.00
SEAN S CONNERY	55555554	5.00	75.00
BUCS E BUNNY	55555555	0.00	8.00
ANTHONY D EDWARDS	656565656	3.00	3.00
ALAN E GREENSPAN	777777777	0.00	3.00
TESTI JUNITI(#)	848484848	0.00	0.00
TIMOTHY M ALLEN	888888888	0.00	3.00
ERIN H BROCKOVICH	888888888	3.00	3.00
JULIA M CHILDS	888888989	0.00	3.00
GLENN A. CLOSE(#)	979797979	3.00	0.00
Michael DiCesare(#)	DIC000010	0.00	0.00
JOSHUAJOHN OLIVER(#)	OL1000020	1.00	0.00

1 of 2 (#) Employee's reset amount is greater than the maximum allowed.

# **Convert Personal Leave To Pay Option**

				ý.	
Accrual	Reset Personal Leave	Convert Personal Leave To Pay	Convert Personal Leave to Sick Leave	Part Time Sick Leave Accrual	
Report T	Title: *	Personal Leave To	Pay Report		
Actual or	r Projection?*	Projection •			
Sort By:	*	Employee Number	~		
		Post to future payr	oll?		
		Set the personal le	ave balance to zero?		
Convert	personal leave option: *		<b>~</b>		
Percenta	age of balance to convert:				
Minimum	balance to qualify for conve	erting to pay:			
		Include partial day	s/hours?		
		Include positions i	neligible for personal leave?		
Appointm	nent Type:	All Appointment Typ	es 🗸		
Specific	contract start date from:	£			
Specific	contract start date to:	<b>**</b>			
Select Pa	ay Groups:	Available		Selected	
		None (\$\$) ADMINISTRATORS DO NOT DELETE, T CERT. EMPLOYEES 9 MO. NON-CERT ( 10 MO. NON-CERT 12 MO. NON-CERT NON-UN NON-CERT CERTIFIED SUBS ( NON-CERT SUBS ( SUPPLEMENTAL (	(1) TESTING PAYGRP (10) 8 (2) 3) (4) (5) (T. (6) 7) 8) 9)	> <	* *
Select Er	mployees:	Available		Selected	
		TAYLOR, ELIZABET DEFAULT, DEFAUL BULLOCK, SANDR KRAMER, KOSMO benefit_test, create CONNERY, SEAN S BUNNY, BUGS E (5 Test, Employee2 Mi EDWARDS, ANTHC MOORE, DEMI H (6	H S (232323232) T (28888888) A S (33333333) K (44444444) (484848484) (55555555) ddleName (555666666) NY D (656565656) 666666666)	> <	*
		★ Gonorate Pene	rt		

The 'Personal Leave To Pay Report' is the default file name for the report. This can be changed by entering a new file name in the Report Title field.

The Accrual or Projection? field allows a report to be generated prior to the converting taking place. The projection option is the default option and is recommended to be ran first to allow for verification of data before the conversion is made.

The Sort By field offers the following options:

- Employee Name
- Employee Number
- Pay Group
- Building/Department
- Check Distribution
- Appointment Type

#### The Post to Future payroll? offers the following:

- Check to Include in Future payroll
- · Leave unchecked if to Exclude from Future Payroll

#### In the Set the personal leave balance to zero field:

- Check to zero Personal leave balance
- Leave unchecked to retain Personal leave balance

The Convert personal leave option field offers two options:

• FlatRate - Pay a flat daily/hourly rate for unused personal leave days. Enter up to 4 rates:

Rate 1:	
Rate 2:	
Rate 3:	
Rate 4:	
Rate Type: *	✓

- Four rates may be entered when using the flat rate option. For example, \$50 may be entered in the Rate 1 field to pay the first unused personal day and \$25 in the Rate 2 field for the second unused personal day payment.
  - In the Rate Type field indicate whether the following:
    - Daily Process the rates as daily rates
    - Hourly Process the rates as hourly rates
- PositionRate Use the daily/hourly position rate from to calculate the pay for unused personal leave days.
  - If using the daily/hourly job rate option, the payment will be based on the CORE/POSITION information. If the job is paid daily, the payment will be based on the daily rate value. If the job is paid hourly, the payment will be calculated by multiplying the hours per day times the hourly rate.

In the **Percentage of Balance to Convert** field enter a percent from .01-100.00 of the personal leave balance you wish to convert to pay. The percentage may be a fraction or whole number, but it may not be negative. The percentage is not a required field. If you wish to NOT include partial days, the partial days are taken off right away, then the percentage will be calculated. If the user selects to zero out the personal leave balance, no matter what percent is entered, the personal leave balance will be set to zero.

In the **Minumum balance to qualify for converting to pay** enter the minimum value of personal days/hours required to qualify for converting the personal days to sick days. The employee's personal leave balance in CORE/LEAVES is compared to the minimum value entered when converting. If blank, any employee with a personal leave balance in CORE/LEAVES will be included.

#### The Include partial days/hours field allows the following options:

- Check to Include partial days/hours
- Leave unchecked to Exclude partial days/hours
   If the option to include partial days/hours is selected, the entire balance of personal leave days will be used in the processing. If the
   option to exclude partial days/hours is selected, only whole days will be converted and the partial days are forfeited.

The Include positions ineligible for personal leave offers the following options:

- · Check to Include positions ineligible for personal leave
- · Leave unchecked to exclude positions ineligible for personal leave

In the Appointment type field select from the following:

- Certified employees
- Classified employees
- All Appointment Types

The **Specific Contract Start Date** fields allow a range of contract start dates in be entered. Only those employees with a contract start date within the specified range, and that meet the other selection criteria, will be included.

The **Specific Contract Stop Date** fields allow a range of contract stop dates in be entered. Only those employees with a contract start date within the specified range, and that meet the other selection criteria, will be included.

The Select Pay Groups field allows you to select specific Pay Groups for reporting purposes. Highlight to select those pay groups that you wish

to report on from the Available box and move it over to the Selected box. You can choose none or any number of pay groups to report

on. To remove from the selected box use

The Select Employees field allows for the selection of specific employees. Highlight to select those employees that you wish to report on from

to move it back to the available box.

the Available box and move it over to the Selected box. You can choose none or any number of employees to report on. To remove from

the selected box, use

to move it back to the available box.

📥 Generate Report

After you have all the selections entered, you will want to

# Convert Unused Personal Leave To Pay Report

							7/19	9/16 1:37 PM
			Сог	nvert Unu	ised Pers	sonal Leav	e To Pay	Report
			IUNI	CITY SC	HOOLS			
			Report Ger	perated By: admin				
			insperie ou	Sorted By: Employe	a Number			
				Sonce by: Employe				
			,	Actual Run: faise				
		Post	payments to Futi	ure Payroll: true				
		Set per	sonal leave balan	nce to zero: true				
		Co	nvert personal le	ave option: Position	Rate			
			Include partial d	lays/hours: true				
		Include positions i	ineligible for pers	onal leave: false				
		nonace poontone.	Appoint	monthing: All Appe	intmont Tunco			
			Appoint	ument type. All Appo	inument Types			
				Pay Group: \$\$				
			1	Pay Group: 1				
			l. I	Pay Group: 10				
			l l	Pay Group: 9				
			1	Pay Group: 2				
				Pay Group: 3				
				Day Croup: 4				
				Pay Gloup. 4				
				Pay Group: 5				
			l.	Pay Group: 6				
			F	Pay Group: 7				
			1	Pay Group: 8				
Employee Name	Number	Appt Type	Pay Group	Build/Dept	Check Dist	Previous Balance	New Balance	Payment
JOHN O PUBLIC	11111122	Classified	2	002105		2.00	0.00	122.28
SANDRA S BULLOCK	333333333	Classified	3	003105		3.00	0.00	159.52
KOSMO K KRAMER	44444444	Certificated	2	002101		3.00	0.00	681.08
SEAN S CONNERY	555555554	Certificated	1	007102		75.00	0.00	2,848.56
BUGS E BUNNY	555555555	Certificated	\$\$	001JMD		3.00	0.00	980.70
ANTHONY D EDWARDS	656565656	Classified	9	002101		3.00	0.00	717.74
ALAN E GREENSPAN	777777777	Classified	1	007102		3.00	0.00	535.71
TIMOTHY M ALLEN	888888888	Certificated	2	001101		3.00	0.00	671.53
ERIN H BROCKOVICH	88888889	Classified	4	002103		3.00	0.00	310.80
JULIA M CHILDS	888888989	Classified	3	006106	TROT	3.00	0.00	470.27
OLIVER	01100020	Classinea	>>		1631	4.00	4.00	0.00
**Ne hourly/da	ily rate found for thi	s employee**						
				1.62				
				1 01 2				

Report Summary Employees: Previous Personal Balance: New Personal Balance: 11 106.000 4.000 \$7,498.19 Payments

**Convert Personal Leave to Sick Leave Option** 

Accrual	Reset Personal Leave	Convert Pers	onal Leave To Pay	Convert Personal Leave to Sick Lea	ive I	Part Time Sick Leave Accrual	
Report	Title: *		Personal Leave T	Sick Leave Report			
Actual	or Projection?*		Projection •				
Sort By: *			Employee Numbe	r 🗸			
Create	Personal Leave Option: *		Convert one perso	onal leave day to one si 🗸			
Minimu	m value of personal days/hou	irs to convert:					
			🗆 Include partial da	ays/hours?			
			Include positions	ineligible for personal leave?			
			Include positions	ineligible for sick leave?			
Appoint	ment Type:		All Appointment T	/pes 🗸 🗸			
Specific	contract start date from:		<b>##</b>				
Specific	contract start date to:		<b>#</b>				
Select I	Pay Groups:		Available			Selected	
			None (\$\$) ADMINISTRATOR DO NOT DELETE CERT. EMPLOYEI 9 MO. NON-CER 10 MO. NON-CER 12 MO. NON-CER NON-UN NON-CE CERTIFIED SUBS NON-CERT SUBS SUPPLEMENTAL	S (1) TESTING PAYGRP (10) ES (2) (3) T. (4) T. (5) RT (6) (7) S (8) (9)	× ×		·
			📥 Generate Rep	oort			

The 'Personal Leave To Sick Leave Report' is the default file name for the report. This can be changed by entering a new file name in the Report Title field.

The Accrual or Projection? field allows a report to be generated prior to the converting taking place. The projection option is the default option and is recommended to be ran first to allow for verification of data before the conversion is made.

The **Sort By** field offers the following options:

- Employee Name
- Employee Number
- Pay Group
- Building/Department
- Check Distribution
- Appointment Type

The Create Personal Leave Option field offers four options:

- Convert one personal leave day to one sick day
- Convert 50% of the unused personal leave to sick days
- · Convert the unused personal leave balance minus 1 to sick days
- · Carry over one personal leave day, and convert the remainder of the personal leave days minus 1 to sick days

In the **Minumum value of personal days/hours to convert** enter the minimum value of personal days/hours required to qualify for converting the personal days to sick days. The employee's personal leave balance in CORE/LEAVES is compared to the minimum value entered when converting. If blank, any employee with a personal leave balance in CORE/LEAVES will be included.

The Include partial days/hours field allows the following options:

- Check to Include partial days/hours
- Leave unchecked to Exclude partial days/hours
- If the option to include partial days/hours is selected, the entire balance of personal leave days will be used in the processing. If the option to exclude partial days/hours is selected, only whole days will be converted and the partial days are forfeited.

The Include jobs ineligible for personal leave offers the following options:

- Check to include jobs ineligible for personal leave
- · Leave unchecked to exclude jobs ineligible for personal leave

The Include jobs ineligible for sick leave offers the following options:

- Check to include jobs ineligible for personal leave
- · Leave unchecked to exclude jobs ineligible for personal leave

In the Appointment type field select from the following:

- · Certified employees
- Classified employees
- All appointment types

The **Specific Contract Start Date** fields allow a range of contract start dates in be entered. Only those employees with a contract start date within the specified range, and that meet the other selection criteria, will be included.

The **Specific Contract Stop Date** fields allow a range of contract stop dates in be entered. Only those employees with a contract start date within the specified range, and that meet the other selection criteria, will be included.

The Select Pay Groups field allows you to select specific Pay Groups for reporting purposes. Highlight to select those pay groups that you wish

to report on from the Available box and move it over to the Selected box. You can choose none or any number of pay groups to report

on. To remove from the selected box use to move it back to the available box.

The Select Employees field allows for the selection of specific employees. Highlight to select those employees that you wish to report on from

the Available box and move it over to the Selected box. You can choose none or any number of employees to report on. To remove from

the selected box, use to move it back to the available box.

📥 Generate Report

After you have all the selections entered, you will want to

# **Convert Unused Personal Leave To Sick Leave Sample Reports:**

Convert one personal leave day to one sick day report

#### 8/3/16 7:35 AM

**Convert Unused Personal Leave To Sick Leave Report** 

#### JUNIT CITY SCHOOLS

Report Generated By: admin

Sorted By: Employee Name

Convert personal leave option: Convert one personal leave day to one sick day Minimum value of personal days/hours to convert: 3

Include partial days/hours? : Y

Include positions ineligible for personal leave? : N

Include positions ineligible for sick leave? : N

Appointment type: All Appointment Types

- Pay Group: \$\$
- Pay Group: 1 Pay Group: 10
- Pay Group: 2
- Pay Group: 3
- Pay Group: 4
- Pay Group: 5
- Pay Group: 6
- Pay Group: 7
- Pay Group: 8
- Pay Group: 9

Employee Name	Number	Appt Type	Pay Group	Build/Dept	Check Dist	Personal Previous Balance	Personal New Balance	Sick Previous Balance	Sick New Balance
KOSMO K KRAMER	44444444	Certificated	2	002		3.00	0.00	16.25	19.25
SEAN S CONNERY	555555554	Certificated	1	007		5.00	0.00	159.00	164.00
ANTHONY D EDWARDS	656565656	Classified	9	002		3.00	0.00	16.25	19.25
ERIN H BROCKOVICH	88888889	Classified	4	002		3.00	0.00	3.25	6.25
GLENN A. CLOSE	979797979	Certificated	1	002		3.00	0.00	195.85	198.85
JOSHUA JOHN OLIVER	OLI000020	Classified	\$\$		TEST	4.00	0.00	15.00	19.00

1 of 2

### Convert 50% of the unused personal leave to sick days report

	1/25/17 9:33 AM								
Convert Unused Personal Leave To Sick Leave Report									
Loganville (Demo) Schools									
Report Generated By: admin									
Sorted By: Employee Number									
Actual Run: false									
Convert personal leave option: Convert 50% of the unused personal leave to sick days									
Minimum value of personal days/hours to convert: 0.00									
Include partial days/hours? : Y									
Include positions ineligible for personal leave? : N									
Include positions ineligible for sick leave? : N									
Appointment type: All Appointment Types									
Fundame North Marsham Anna Tana Bay Casum Baild Mart Charle Mar Barrand Barran Barrand Nort	Sick Province Sick New Polymon								
Employee Name Number Appt Type Pay Group Estandurer Catere Dist Personal recould recision New Balance Balance	Bolance								

Number	Appt Type	Pay Group	Build/Dept	Check Dist	Personal Previous Balance	Personal New Balance	Sick Previous Balance	Sick New Balance
ANON121	Certificated	2	001001		3.00	0.00	219.50	221.00
ANON124	Certificated	2	001001		3.00	0.00	36.00	37.50
ANON134	Classified	3	001001		3.00	0.00	58.25	59.75
ANON139	Certificated	2	001001		3.00	0.00	194.50	196.00
ANON144	Classified	4	001001		3.00	0.00	150.00	151.50
ANON145	Certificated	2	001001		3.00	0.00	16.00	17.50
ANON156	Certificated	1	001003		3.00	0.00	281.00	281.00
ANON161	Certificated	2	001001		3.00	0.00	225.00	225.00
ANON165	Classified	3	001002		3.00	0.00	134.50	136.00
ANON180	Certificated	2	001001		0.00	0.00	90.00	90.00
ANON181	Certificated	1	001001		3.00	0.00	45.75	47.25
ANON185	Classified	11	001004		3.00	0.00	47.00	48.50
ANON194	Classified	3	001001		3.00	0.00	225.00	225.00
ANON197	Certificated	10	001001		3.00	0.00	230.75	232.25
ANON203	Classified	3	001001		3.00	0.00	162.25	163.75
ANON204	Classified	3	001007		3.00	0.00	123.25	124.75
ANON205	Certificated	2	001001		3.00	0.00	84.00	85.50
ANON219	Certificated	2	001001		3.00	0.00	115.50	117.00
			1	of 4				

Report Summary Employees: 67 Previous Personal Balance: 198.000 New Personal Balance: 0.00 Previous Sick Balance: 9048.440 New Sick Balance: 9128.44000

Convert the unused personal leave balance minus 1 to sick days report
1/25/17 9:22 AM
Convert Unused Personal Leave To Sick Leave Report
Loganville (Demo) Schools
Report Generated By: admin
Sorted By: Employee Number
Actual Run: false
Convert personal leave option: Convert the unused personal leave balance minus 1 to sick days
Minimum value of personal days/hours to convert: 0.00
Include partial days/hours?: Y
Include positions ineligible for personal leave? : N
Include positions ineligible for sick leave? : N
Appointment type: All Appointment Types
Employee Name Number Appt Type Pay Group Build/Dept Check Dist Personal Previous Personal New Sick Previous Sick New Balance Balance Balance Balance

Number	Appt Type	Pay Group	Build/Dept	Check Dist	Personal Previous Balance	Personal New Balance	Sick Previous Bolance	Sick New Balance
ANON121	Certificated	2	001001		3.00	0.00	219.50	221.50
ANON124	Certificated	2	001001		3.00	0.00	36.00	38.00
ANON134	Classified	3	001001		3.00	0.00	58.25	60.25
ANON139	Certificated	2	001001		3.00	0.00	194.50	196.50
ANON144	Classified	4	001001		3.00	0.00	150.00	152.00
ANON145	Certificated	2	001001		3.00	0.00	16.00	18.00
ANON156	Certificated	1	001003		3.00	0.00	281.00	281.00
ANON161	Certificated	2	001001		3.00	0.00	225.00	225.00
ANON165	Classified	3	001002		3.00	0.00	134.50	136.50
ANON180	Certificated	2	001001		0.00	0.00	90.00	90.00
ANON181	Certificated	1	001001		3.00	0.00	45.75	47.75
ANON185	Classified	11	001004		3.00	0.00	47.00	49.00
ANON194	Classified	3	001001		3.00	0.00	225.00	225.00
ANON197	Certificated	10	001001		3.00	0.00	230.75	232.75
ANON203	Classified	3	001001		3.00	0.00	162.25	164.25
ANON204	Classified	3	001007		3.00	0.00	123.25	125.25
ANON205	Certificated	2	001001		3.00	0.00	84.00	86.00
ANON219	Certificated	2	001001		3.00	0.00	115.50	117.50
			1	of 4				

		Report Summary
Employees:	67	
Previous Personal Balance:	198.000	
New Personal Balance:	0.00	
Previous Sick Balance:	9048.440	
New Sick Balance:	9154.440	

Г

Carry over one personal leave day, and convert the remainder of the personal leave days minus 1 sick days report

	1/25/17 9:27 AM
Convert Unused Personal Leave To	Sick Leave Report
Loganville (Demo) Schools	
Report Generated By: admin	
Sorted By: Employee Number	
Actual Run: false	
Convert personal leave option: Carry over one personal leave day, and conve days minus 1 to sick days	ert the remainder of the personal leave
Minimum value of personal days/hours to convert: 0.00	
Include partial days/hours? : Y	
Include positions ineligible for personal leave? : N	
Include positions ineligible for sick leave? : N	
Appointment type: All Appointment Types	
Employce Nome Number Appt Type Pay Group Build/Dept Check Dist Fersonal Previous Fersonal	New Sick Previous Sick New Balance

Number	Appt Type	Pay Group	Build/Dept	Check Dist	Personal Previous Balance	Personal New Balance	Sick Previous Bolance	Sick New Balance
ANON121	Certificated	2	001001		3.00	1.00	219.50	220.50
ANON124	Certificated	2	001001		3.00	1.00	36.00	37.00
ANON134	Classified	3	001001		3.00	1.00	58.25	59.25
ANON139	Certificated	2	001001		3.00	1.00	194.50	195.50
ANON144	Classified	4	001001		3.00	1.00	150.00	151.00
ANON145	Certificated	2	001001		3.00	1.00	16.00	17.00
ANON156	Certificated	1	001003		3.00	1.00	281.00	281.00
ANON161	Certificated	2	001001		3.00	1.00	225.00	225.00
ANON165	Classified	3	001002		3.00	1.00	134.50	135.50
ANON180	Certificated	2	001001		0.00	0.00	90.00	90.00
ANON181	Certificated	1	001001		3.00	1.00	45.75	46.75
ANON185	Classified	11	001004		3.00	1.00	47.00	48.00
ANON194	Classified	3	001001		3.00	1.00	225.00	225.00
ANON197	Certificated	10	001001		3.00	1.00	230.75	231.75
ANON203	Classified	3	001001		3.00	1.00	162.25	163.25
ANON204	Classified	3	001007		3.00	1.00	123.25	124.25
ANON205	Certificated	2	001001		3.00	1.00	84.00	85.00
			1	of 4				

Rei	nort	Summary
100		Statistics y

Employees:	67
Previous Personal Balance:	198.000
New Personal Balance:	66.00
Previous Sick Balance:	9048.440
New Sick Balance:	9102.190

Part Time Sick Leave Accrual Option

Accrual Reset Perso	onal Leave Convert Personal Leave To Pay	Convert Personal Leave to Sick Leave	Part Time Sick Leave Accrual	
Report Title:*	Part Time Employee Sick Accrual Report			
Sort By:*	Employee Name	V		
Select Pay Groups:	Available	Selected		
	None (\$\$) ADMINISTRATORS (1) DO NOT DELETE, TESTING PAYGRP (10) CERT. EMPLOYEES (2) 9 MO. NON-CERT (3) 10 MO. NON-CERT (3) 10 MO. NON-CERT. (4) 12 MO. NON-CERT. (5) NON-UN NON-CERT. (6) CERTIFIED SUBS (7) NON-CERT SUBS (8) SUPPLEMENTAL (9)			*

The 'Part Time Sick Leave Accrual Report' is the default file name for the Accrual report. This can be changed by entering a new file name in the Report Title field.

The Accrual or Projection ?: The projection (P) option is the default option and is recommended to be ran first to allow for verification of data before the accrual is made.

The Sort By field offers the following options:

- Employee Name
- Employee Number

The Select Pay Groups field allows you to select specific Pay Groups for reporting purposes. Highlight to select those pay groups that you wish



After you have all the selections entered, you will want to

#### sample reports

### Part Time Sick Leave Accrual Report

			Pa	rt Time I	Employee	Sick A	ccrual	3/8/17 1:50 рм <b>Report</b>
		п	UNIT CITY	SCHOOL	S			
		J Be	port Generated By:	admin				
			Sorted By:	Employee Name				
			Actual Run:	false				
			Pay Group:	\$\$				
			Pay Group:	1				
			Pay Group:	10				
			Pay Group:	2				
			Pay Group:	3				
			Pay Group:	4				
			Pay Group:	5				
			Pay Group:	6				
			Pay Group:	7				
			Pay Group:	8				
			Fay Group.	5				
Number	Employee Name	Old Service Hours Ne	w Service Hours Old	Sick Balance New	Sick Balance   Sick Tir	ne Accrued Sick H	ours Applied	Sick Hours
SEESEESE 4	CONNERV SEAN S	150.00	70.00	150.00	162.50	4.50	80.00	Remaining 70.00
656565656	EDWARDS, ANTHONY D.	200.00	40.00	16.25	25.25	9.00	160.00	40.00
44444444	KRAMER, KOSMO K.	100.00	20.00	16.25	20.75	4.50	80.00	20.00
			1	of 1				

# **New Contracts**

- New Contract Maintenance
  - Copy
  - Mass Delete
  - Mass Activate
- Mass Copy Compensations
- Import New Contracts
  - Import New Contracts option:

The New Contracts program is designed to calculate and update new contract information for employees. Features of the program include:

- The ability to build new contracts from existing contracts
- Multiple mid-year contract changes with or without retroactive amounts
- Support of non-contracted jobs
- Storage of historical contract information
- Activate of pay account data

- Activate data by pay group, contract start date, contract type (user defined), appointment type, and calendar type
- Multiple report sort options
- Auditing feature
- Mass delete option
- Build new contracts from an outside spreadsheet

# **New Contract Maintenance**

This option is used to Copy, Mass Delete and Mass Activate new contract data:

Ne	w Contr	act Main	tenance	Mass Copy Compensations Import New Cont	tracts					
	+ Cop	y O	Mass D	elete Mass Activate					Q	■ More S Res
				Number	Last Name	First Name	Position Number	Position Description	Туре	Label
	۲	8 (	• •	777777777	GREENSPAN	ALAN	1	TREASURER	Contract	TREAS
	۲	8 (	• •	FURY00001	Fury	Nick	1	Director of Shield	Contract	SHIELD
	۲	8 (	• •	979797979	CLOSE	GLENN	1	PRINCIPAL	Contract	PRINC
	۲	2 (	• •	DIC000010	DiCesare	Michael	1	Nuclear Man	Contract	

You can view, edit, delete or activate one or more contracts.

#### Сору

The following four contract processing options are available in the Copy/New Contract Maintenance option...

- New contract built from existing contract information
- Mid-year contract change with no retroactive payment
- · Mid-year contract change with a retroactive payment spread over the remaining pays
- Mid-year contract change with a lump sum retroactive payment

Create New Con	tract from existing Compensation	+	×
Employee:		V	
Compensation		~	
Contract Type	New Contract from existing Compensation	~	
_	New Contract from existing Compensation Mid-year change with no Retro Mid-year change with Retro spread over pays Mid-year change with lump sum Retro		

Save O Cancel			
oloyee: KOSMO K KRAMEF ition: 1 (SCIENCE TEACHE npensation: TEACH	R R)		
Compensation			
Туре	Description	Label	Compensation Start Date
Contract 🔹		TEACH	7/5/17
Compensation Stop Date	Pay Plan	Pay Unit	Unit Amount
	Biweekly 🔻	Daily 🔻	0.000
Retirement Hours 0.00	Strs Advance	Supplemental Type	
Compensation Amounts			
Amount Docked	Amount Earned	Amount Paid	
0.00	0.00	0.00	
Contract			
Accrued Wages	Contract Amount	Contract Days Worked	Contract Obligation
0.00	43,135.00		43,135.00
Contract Type	Contract Work Days	Pay Per Period	Pays In Contract
	0.00	0.00	26
Retro Next Pay	✓ Stretch Pay		
Salary Schedule			
Salary Schedule Column	Salary Schedule Id	Salary Schedule Step	
		0.00	
Work Days			
Calendar Start Date	Calendar Stop Date	Hours In Day	
	<b>##</b>	7.00	

### Mass Delete

This option deletes the new contract information from the New Contract maintenance file. If no specific selection options are entered, all new contracts will be deleted. A count of the number of contracts deleted will appear on the screen after the program runs to completion:

MASS DELETE NEW CONTRACTS		
NOTE: Use column filtering or advanced queries above to select objects for Mass Delete. 3 objects are currently selected for DELETION.	Delete All	X Close

# **Mass Activate**

This option activates the new contract information into the Compensation and Payroll Account records, then deletes it from the New Contract maintenance file:

MASS ACTIVATE NEW CONTRACTS		
NOTE: Use column filtering or advanced queries above to select objects for Activation. 3 objects are currently selected for ACTIVATION.	Activate All	* Close

The Old and New Contracts will show under the employees Compensation:

COMPENSATIONS											
		Description	Label	Pay Plan	Strs Advance	Supplemental Type	Type	Pay Unit	Retirement Hours	Unit Amount	Hours In Da $\equiv$
۲	0		discovered	Semi-monthly	false	television	Contract	Daily	0.00	5,675.735	8.00
۲	0		discovered	Semi-monthly	false	television	Legacy	Daily	0.00	385.950	8.00
+ Ad	d Com	pensation									

# **Mass Copy Compensations**

This option is used to mass build new contracts into New Contract based upon pay groups and job status.

The new contract records will be created using the existing Compensation information. The following fields will be cleared or set to zero when the new contract record is built:

- Unit Amount
- Amount Paid
- Amount Docked
- Amount Earned
- Accrued Wages
- Contract Days Worked
- Contract Work Days
- Retro Next Pay

The total number of compensations added will be displayed in the processing window and a list of the employees selected upon program completion.

New Contract Maintenance	Mass Copy Compensations	Import New Contracts					
Jeffel et Jasung Compensation Active   Active  Select Pay Groups: Available  None (\$\$) ADMINISTRATORS (1) DO NOT DELETE. TEST 12 MO. NON-CERT (6) NON-UN NON-CERT (6) NON-UN NON-CERT (6) NON-CERT SUBS (8) SUPPLEMENTAL (9)	NG PAYGRP (10)	Selected MO. NON-Cl	pployees? ERT (3)	Cont Cont (2 cc Bu	ract start date 7/5/17 act stop date mpensations currently selected for build) id New Contracts		
Selected Compensations							
Employee Number	Last Name	e Fin	st Name Job Status		Position Number	Position Description	Pay Group 0 MO_NON_CEPT (2)
000000000	BULLOU	-n 54	Active		1	USAD COOK	9 MO. NON-CERT (3)
8888888888	CHILDS	JU	Active		1	HEAD COOK	9 MO, NON-CERT (3)

The Job Status field indicates whether the compensation is:

- Active
- Inactive

Click on

· Active and Inactive

Select Pay Groups options using the

>	
<	

to select Available Pay Groups to Selected Pay Groups.

Enter in the **Contract Start date** and **Contract Stop Date** (Contract Stop Date is an optional field). The **Contract start date** is usually the first day for which the job is paid. This is a required field used in the contract amount calculations. The New hire date used for Ohio Department of Human Services new hire reporting will be set to the contract start date.

Build New Contracts

to build the new contracts for the employees.

#### The New Contracts will then show in the New Contract Maintenance option:

Nev	Contra	act Ma	aintena	nce	Mass Copy Compensations	Import New Contracts							
	+ Copy   O Mass Delete   > Mass Activate												
				Number	Last Name	First Name	Position Number	Position Description	Туре	Label			
		8	0	►	44444444	KRAMER	KOSMO	1	SCIENCE TEACHER	Contract	TEACH		
		2	0	►	88888888	ALLEN	TIMOTHY	1	INDUSTRIAL ARTS TEACHER	Contract	TEACH		
	•	8	0	►	888888989	CHILDS	JULIA	1	HEAD COOK	Contract	COOK		
		2	0	►	333333333	BULLOCK	SANDRA	1	BUS DRIVER	Contract	BUS DR		

Mass Activate

Click on

to activate all contract information into the Compensation records, then deletes it from New Contract

maintenance file.

# **Import New Contracts**

In order for the Import option to properly build new contract records, the data columns must contain a heading in Row One. The heading allows the Import program to determine what the data in that column represents. These headings must match what is defined below in order for the Import program to recognize and load the data.

There are three required fields: EMPLOYEE\_ID, JOB\_NO, and CONTRACT\_TYPE. The remainder of the data is optional and will be dependent upon the contract type being imported. For example, if importing a mid-year contract change with retro-spread, the days since raise should also be included in the import file. Information not specified in the fields for the spreadsheet will be pulled in from the existing Compensation.

The following is a list of valid import field and valid values:

- employeeID
- jobNo
- compensationLabel
- contractType
  - 1-Mid-year change with no Retro
  - · 2-Mid-year change with Retro spread over pays
  - 3-Mid-year change with lump sum retro
  - 4-New Contract from existing Compensation
- contractAmount
  - · Required for stretch paid jobs
- contractualObligation
- payUnit
  - Hourly, H, or 1
  - Daily, D, or 2
- hoursInDay
  - · Required for contracted hourly jobs
- retireHours
- unitAmount

• Will be calculated for contracted jobs if Compensation start and Compensation Stop dates are populated.

- paysInContract
- equalPays
  - True Stretch paid
  - False Not stretch paid
- calendarType
- contractStartDate
  - If importing a New Contract (Contract-Type=4) a Contract Start Date is needed to determine from the job calendar the work days associated with this position.
- contractStopDate
  - If importing a New Contract (Contract-Type=4) a Contract Stop Date is needed to determine from the job calendar the work days associated with this position.

- salaryScheduleID
- salaryScheduleColumn
- salaryScheduleStep
- calendarStartDate
- calendarStopDate
- userContractType

#### Import New Contracts option:

New Contract Maintenance	Mass Copy C	ompensations	Import New Contracts						
New Contract Import									
New Contract Import File	Choose File No file chosen								
Contract Start Date:	f 7/5/17								
	Import								

Click on

Choose File to search for New Contract Import File

Enter a default contract start date in the Contract start date field. This date will be used if a contract start date is not provided in the import file.

Click on

to Import the file into New Contract Maintenance option.

# **Payroll Item Refund**

**Payroll Item Refund** is used to process a refund of a Payroll Item for an employee. For example, a Payroll Item Refund would be necessary if an employee had an insurance deduction withheld for \$80.00 and it should not have been deducted. The Payroll Item Refund allows you to reimburse the total amount or a portion to the employee and reduce the amount sent to the deduction company.

npaid B	Error /	Adjustm	Refund Selec	Selected Payrollitems									
			Number 👻	Last Name	First Name	Position Number	Code	Туре	Name				
	۲	8	88888889	BROCKOVICH	ERIN		508	Annuity	Hogwarts Life Assurance Co.				
	۲	8	88888889	BROCKOVICH	ERIN		650	Child Support	Ohio Child Support Ctr				
	۲		88888889	BROCKOVICH	ERIN		593	STRS Buyback Annuity	S.T.R.S.				
	۲	8	88888889	BROCKOVICH	ERIN		688	Medical Savings	MSA DED				
	۲		88888889	BROCKOVICH	ERIN		594	SERS Buyback Annuity					
	۲	Ø	88888889	BROCKOVICH	ERIN		640	Dependent Care	Dependent Care				
	۲	8	88888889	BROCKOVICH	ERIN		699	Savings Bond	Emerald City Branch				
	۲	8	888888889	BROCKOVICH	ERIN		693	Social Security Tax	medicare testing				
	۲	8	88888889	BROCKOVICH	ERIN		627	Adoption Assistance	AdoptionAssistanceTest				
	۲	8	77777778	GLOW	MOP		390	State Tax	State of Michigan				
	۲	2	777777777	GREENSPAN	ALAN		390	State Tax	State of Michigan				
	۲	8	777777777	GREENSPAN	ALAN		650	Child Support	Ohio Child Support Ctr				
	۲		דדדדדדד	GREENSPAN	ALAN		640	Dependent Care	Dependent Care				
		17	777777777	GREENSPAN	ALAN		699	Savings Bond	Emerald City Branch				

To refund an employee, the amount must be set up in the employee's **Payroll Item Error Adjustments** field as a negative amount. If having to deduct more money from the employee, the amount will need to be a positive.

Save O Cancel		
Configuration Code: 688, MSA DED Configuration Description: Medical Savings	Employee: BROCKOVICH, ERIN H Employee Number: 88888889	
ype Medical Savings	Rate Type Fixed  Start Date 7/6/04 Employer Rate 25.00	Rate 50.0000 Stop Date 2/5/07
Annoro CF	Code 1 AB Money 2 100.00	Code 2 CD Text TEST
Jeduct Max Start Date Specific Date	Max Amount 500.00	Specific Date 6/15/17
Imployer Withholding Max Jeduct Max Start Date V	Max Amount	Specific Date
Fror Adjustments		
Amount Description	Date	5/17

### Once the amount is entered, go to Processing/Payroll Item Refund

Payrol	roll Item Refund										
Ur	Unpaid Error Adjustments: Refund Selected Payrollitems									I More D Reset	
				Number		Last Name	First Name	Position Number	Code	Type	Name
						brock 🛞			688 🔘		
		۲	8	88888889		BROCKOVICH	ERIN		688	Medical Savings	MSA DED

### Click on 'View' to view the Payroll Item to be refunded or 'Edit' to update the record

Save Ø Cancel				
configuration Code: 688, MSA DED configuration Description: Medical Savings		Employee: BROCKOVICH, ERIN H Employee Number: 888888889		
Fror Adjustments				
Error Adjustments				
Amount	Description		Date	
	0.00		6/15/17	
-				
•				
+				

# Select the employee to be refunded by enter a the box.

Unpaid Error Adjustments: Refund Selected Payrollitems	Depite Number			I More	D Reset
Construction     Construction		8	Medical Savings	MSA DED	
Then click on Refund Selected PayrollItems					
Bank Account:					
Default Bank Account					
Starting Check Number:	]				
Output Format:					
XML (Export)     DDE (Brigh)					
PDF (FIIII)					
Check Payment					
ACH Electronic Payment					
ACH Source:					
~					
File Name:					
PayrollItemRefund2017-06-15.XML	]				
2 Process Refunds					
Bank Account: Can use the to select Bank Acc	ount for processing				
Starting Check Number: Leave blank to automatically	/ increment highest	current number			
Output Format: XML (Export)	-				
PDF (Print)					
Payment Option: Check Payment					
ACH Electronic Payment					
ACH Source: Use the with to select ACH source for	processing				
File Name: A File Name will be automatically entered '	PayrollItemRefund2	2017/06/15.XML' or th	nis can be modified by the users	S.	
Once all has been selected, click on	efunds to process	s the output file for pr	rinting		
Example .XML Check Payment:					
xml version="1.0"?					
- <completerefunds></completerefunds>					
- <completepaymenttransactions></completepaymenttransactions>					
- <checkpaymentdetail></checkpaymentdetail>					
- <number>10274</number>					
<organizationname>JUNIT CITY SCHOOLS</organizationname> JUNIT CITY SCHOOLSJUNIT CITY SCHOOLS	itionName>				

<organizationIRN>999999</organizationIRN> -<organizationAddress> <street1>SCHOOL ST</street1> <street2/> <city>SAMPLE CITY</city> <state>OH</state> <postalCode>4444</postalCode> <foreignAddress>false</foreignAddress> </organizationAddress> <name>BROCKOVICH, ERIN H.</name> <reportName>ERIN H BROCKOVICH</reportName> -<address> <state>OH</state> <postalCode>44330</postalCode> <foreignAddress>false</foreignAddress> </address> <employeeSsn>888888889</employeeSsn> <employeeNumber>888888889</employeeNumber> <amount>10.00</amount> <payDate>2017-06-15T00:00:00-04:00</payDate> <written1>Ten Dollars and 00/100 Cents</written1> <voidMessage>Void After 90 Days</voidMessage> </checkPaymentDetail> </CompletePaymentTransactions> </CompleteRefunds>

**Process Outstanding Payables** 

**Example of a PDF Check Payment:** 

- Payables by Payee
- Payables by Item Type
  Payables by Item Detail
- Payables by Item Full Detail
- Process Outstanding Payables Video

The Processing-Process Outstanding Payables option lists all Unpaid Payables from prior payrolls.

Home Core -> Payroll -> Processing -> Reports -> Import -> Admin -> Utilitie	rs ∽			✓ Help ∨ Logout	
Payables by Payee Payables by Item Type Payables by Item Detail Payables by It	em Full Detail				
Select Payroll Cycles			Q  More DReset	Selected Payables Detail TOTAL: 0.00	Per Payee 🔹 🔍 Post
Avalation Seecled				Name	Code Amount
Name *	Code	Employee Amount	Employer Amount		
HOLLYWOOD-DEPT. OF TAXATION		628.67	0.00		
SCHOOL DISTRICT INCOME TAX	001271	0.50	0.00		
SCHOOL EMPLOYEES RETRIEMENT SY		0.00	294.23		
SCHOOL EMPLOYEES RETRIEMENT SY		1,872.42	0.00		
SCHOOL EMPLOYEES RETIREMENT SY		49.72	2,823.10		

### **Payables by Payee**

The **Payee** option allows you to select and pay Unpaid Payables from prior Payroll Cycles. The payroll items will be grouped together by the payee that each is associated with and will list the total employee and employer amount that is owed to the payee. To process your outstanding payables you will need to select the payroll cycle that you are wanting to pay from the drop down box under Select Payroll Cycle

Select Payroll Cycl Available	les		Selected	
None Every Payroll Monthly		> <		*
Quarterly	-			Ŧ

Options available are None, Every Payroll, Monthly, Quarterly, Annually, User defined 1, User defined 2, User defined 3, User defined 4, User defined 5, User defined 6, User defined 7, User defined 8, and User defined 9.

You will then select which items you wish to pay by either clicking on the box next to each item

	CITY OF STARS INC TAX 004 180.88	0.00
--	----------------------------------	------

or if all items are to be paid you can click the box next to the Name field and all items will be checked automatically.

Vame Name	Code	Employee Amount	Employer Amount

Your selected items to be paid will now appear on the Selected Payables Detail area.

You can choose from the drop down grouping by the same payee).

Selected Payables Detail TOTAL: 23.668.88	Per Item Type	e 👻 🔮 Post
Name	Code	Amount
▼ CITY OF STARS INC TAX		180.88
► CITY OF STARS INC TAX	004	180.88
▼ HOLLYWOOD-DEPT. OF TAXATION		628.67
VILLAGE OF HOLLYWOOD	003	628.67
▼ TREASURER OF STATE OF OHIO		632.14
► TREASURER OF STATE OF OHIO	002	632.14
<ul> <li>Ohio Child Support Ctr</li> </ul>	000100	22,227.19
MID AM	001	22,227.19

or choose from the drop down represent the same payee will be paid with one payment) if you want a payment generated based on the same payee, (all payroll items with the

Selected Payables Detail TOTAL: 23,668.88	Per Payee	Post
Name	Code	Amount
► CITY OF STARS INC TAX		180.88
► HOLLYWOOD-DEPT. OF TAXATION		628.67
► TREASURER OF STATE OF OHIO		632.14
Ohio Child Support Ctr	000100	22,227.19

The

Post button creates the payments and saves them in the database. There is no print file produced yet.

#### Payables by Item Type

The Item Type option allows you to select and pay Unpaid Payables from prior Payroll Cycles. The Item Type option will list the total employee and employer amount that is owed to the payee. To process your outstanding payables you will need to select the payroll cycle that you are

	Selected	
>		
<		
		-
	> <	Selected

Options available are None, Every

wanting to pay from the drop down box under Select Payroll Cycle Payroll, Monthly, Quarterly, Annually, User defined 1, User defined 2, User defined 3, User defined 4, User defined 5, User defined 6, User defined 7, User defined 8, and User defined 9.

Payables	by Payee Payables by Item Type Payables by Item Detail	Payables by Item Full Detail				
Select F Availabl None Month	Aayroll Cycles e Selected ity Cycly Payroll			Q In More D Reset	Selected Payables Detail TOTAL: 0.00 Name	Per Payee <ul> <li>Post</li> <li>Code</li> <li>Amount</li> </ul>
Annua	afly v illy v	Code	Employee Amount	Employer Amount		
	TREASURER OF STATE OF OHIO	002	632.14	0.00		
	MID AM	001	22,227.19	0.00		
	STATE TEACHERS RETIREMENT SYS	591	1,380.91	0.00		
	STATE TEACHERS RETIREMENT SYS	691	0.00	5,268.37		
	STATE TEACHERS RETIREMENT SYS	450	0.00	10,009.70		
	HEALTHY CHOICE INSURANCE	603	52.00	435.00		

You will then select which items you wish to pay by either clicking on the box next to each item

CITY OF STARS INC TAX	004	180.88	0.00

or if all items are to be paid you can click the box next to the Name field and all items will be checked automatically.

Vame Name	Code	Employee Amount	Employer Amount

Your selected items to be paid will now appear on the Selected Payables Detail area.

Per Item Type

if you want a separate payment for each payroll item type (ignoring the

You can choose from the drop down grouping by the same payee).

TOTAL: 23.668.88	Per Item 1	ype 🔻 오 Post
10 IAL. 20,000.00	0.1	<b>A</b>
ivame	Code	Amount
▼ CITY OF STARS INC TAX		180.88
CITY OF STARS INC TAX	004	180.88
▼ HOLLYWOOD-DEPT. OF TAXATION		628.67
VILLAGE OF HOLLYWOOD	003	628.67
▼ TREASURER OF STATE OF OHIO		632.14
TREASURER OF STATE OF OHIO	002	632.14
✓ Ohio Child Support Ctr	000100	22,227.19
MID AM	001	22,227.19

or choose from the drop down if you want a payment generated based on the same payee, (all payroll items with the same payee will be paid with one payment)

Selected Payables Detail TOTAL: 23,668.88	Per Payee	▼ Post
Name	Code	Amount
CITY OF STARS INC TAX		180.88
► HOLLYWOOD-DEPT. OF TAXATION		628.67
TREASURER OF STATE OF OHIO		632.14
Ohio Child Support Ctr	000100	22,227.19

The

button creates the payments and saves them in the database. There is no print file produced yet.

### Payables by Item Detail

Post

The **Item Detail** option allows you to select and pay Unpaid Payables from prior Payroll Cycles. The Item Detail option will list all employee information for each payroll item as well as the total employee and employer amounts that is owed to the payee. To process your outstanding payables you will need to select the payroll cycle that you are wanting to pay from the drop down box under Select Payroll Cycle

Available		Select	ted
None Every Payroll Monthly		<b>&gt;</b>	*
Quarterly	-		

2, User defined 3, User defined 4, User defined 5, User defined 6, User defined 7, User defined 8, and User defined 9.

#### Payables by Payee Payables by Item Type Payables by Item Detail Payables by Item Full Detail

Select F Availabl	Payroll Cycles le Selected						Q	m More D Reset	Selected Payables Detail TOTAL: 0.00	Per Payee 🔻 👁 Post
None Every Month Quart	Payroll	*							Name	Code Amount
	Name	Code	Employee Amount	Employer Amount	First Name	Last Name	Number	Position Number		
	CITY OF STARS INC TAX	004	13.16	0.00	JOHN	PUBLIC	11111122			
	VILLAGE OF HOLLYWOOD	003	-45.82	0.00	ELIZABETH	TAYLOR	232323232			
	CITY OF STARS INC TAX	004	48.91	0.00	SANDRA	BULLOCK	333333333			
	VILLAGE OF HOLLYWOOD	003	33.18	0.00	KOSMO	KRAMER	44444444			
	CITY OF STARS INC TAX	004	33.20	0.00	KOSMO	KRAMER	4444444			
	VILLAGE OF HOLLYWOOD	003	536.68	0.00	SEAN	CONNERY	555555554			
	CITY OF STARS INC TAX	004	0.21	0.00	BUGS	BUNNY	555555555			
	CITY OF STARS INC TAX	004	85.60	0.00	ANTHONY	EDWARDS	656565656			
	VILLAGE OF HOLLYWOOD	003	16.35	0.00	ALAN	GREENSPAN	777777777			
	CITY OF STARS INC TAX	004	34.05	0.00	MOP	GLOW	77777778			
	VILLAGE OF HOLLYWOOD	003	34.26	0.00	TIMOTHY	ALLEN	88888888			
	CITY OF STARS INC TAX	004	-35.90	0.00	ERIN	BROCKOVICH	88888889			
	VILLAGE OF HOLLYWOOD	003	54.02	0.00	GLENN	CLOSE	979797979			
	CITY OF STARS INC TAX	004	1.65	0.00	GOLDIE	HAWN	EMPWITHID			
	TREASURER OF STATE OF OHIO	002	2.16	0.00	ELIZABETH	TAYLOR	232323232			
	TREASURER OF STATE OF OHIO	002	356.16	0.00	SANDRA	BULLOCK	333333333			
	TREASURER OF STATE OF OHIO	002	148.62	0.00	KOSMO	KRAMER	44444444			
	TREASURER OF STATE OF OHIO	002	4,218.15	0.00	SEAN	CONNERY	555555554			
	TREASURER OF STATE OF OHIO	002	113.96	0.00	ANTHONY	EDWARDS	656565656			
	TREASURER OF STATE OF OHIO	002	81.33	0.00	ALAN	GREENSPAN	777777777			
	TREASURER OF STATE OF OHIO	002	-4,889.62	0.00	TIMOTHY	ALLEN	88888888			
	TREASURER OF STATE OF OHIO	002	36.06	0.00	ERIN	BROCKOVICH	88888889			
	TREASURER OF STATE OF OHIO	002	70.86	0.00	JULIA	CHILDS	888888989			
	TREASURER OF STATE OF OHIO	002	214.82	0.00	GLENN	CLOSE	979797979			
	TREASURER OF STATE OF OHIO	002	279.64	0.00	Nick	Fury	FURY00001			
	MID AM	001	1,174.55	0.00	SANDRA	BULLOCK	333333333			
	MID AM	001	457.68	0.00	KOSMO	KRAMER	44444444			
	MID AM	001	17,737.10	0.00	SEAN	CONNERY	555555554			
	MID AM	001	319.86	0.00	ANTHONY	EDWARDS	656565656			
	MID AM	001	196.49	0.00	ALAN	GREENSPAN	777777777			

You can choose from the drop down grouping by the same payee).

l if you want a separate payment for each payroll item type (ignoring the

Selected Payables Detail TOTAL: 27,024.43	Per Item	Type 🔻 🔍 Pos
Name	Code	Amount
▼ CITY OF STARS INC TAX		180.88
- CITY OF STARS INC TAX	004	180.88
111111122 (PUBLIC, JOHN)	004	13.16
333333333 (BULLOCK, SANDRA)	004	48.91
44444444 (KRAMER,KOSMO)	004	33.20
555555555 (BUNNY,BUGS)	004	0.21
656565656 (EDWARDS,ANTHONY)	004	85.60
777777778 (GLOW,MOP)	004	34.05
888888889 (BROCKOVICH, ERIN)	004	-35.90
EMPWITHID (HAWN, GOLDIE)	004	1.65
▼ HOLLYWOOD-DEPT. OF TAXATION		628.67
▼ VILLAGE OF HOLLYWOOD	003	628.67
232323232 (TAYLOR, ELIZABETH)	003	-45.82
44444444 (KRAMER,KOSMO)	003	33.18
555555554 (CONNERY,SEAN)	003	536.68
777777777 (GREENSPAN,ALAN)	003	16.35
88888888888888888888888888888888888888	003	34.26
979797979 (CLOSE,GLENN)	003	54.02

Per Item Type

•

_	_	
Per	Pavee	

if you want a payment generated based on the same payee, (all payroll items with the

or choose from the drop down same payee will be paid with one payment)

Selected Payables Detail TOTAL: 27,024.43	Per Payee	▼ Post
Name	Code	Amount
CITY OF STARS INC TAX		180.88
► HOLLYWOOD-DEPT. OF TAXATION		628.67
▶ TREASURER OF STATE OF OHIO		632.14
Ohio Child Support Ctr	000100	22,227.19
▶ tesing dednam		1,380.91
SCHOOL DISTRICT INCOME TAX	001271	0.50
STATE TEACHERS RETIREMENT SYS		0.00
SCHOOL EMPLOYEES RETRIEMENT SY		0.00
► HEALTHY CHOICE INSURANCE	002000	52.00
SCHOOL EMPLOYEES RETRIEMENT SY		1,872.42
SCHOOL EMPLOYEES RETIREMENT SY		49.72

The

Post

button just creates the payments and saves them in the database. There is no print file produced yet.

### Payables by Item Full Detail

The **Item Full Detail** option allows you to select and pay Unpaid Payables from prior Payroll Cycles. The Item Full Detail option will list all employee information for each payroll item as well as the total employee and employer amounts that is owed to the payee. To process your <u>outstanding payables you will need to select</u> the payroll cycle that you are wanting to pay from the drop down box under Select Payroll Cycle



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2, User defined 3, User defined 4, User defined 5, User defined 6, User defined 7, User defined 8, and User defined 9.

Payables	by Payee Payables by Item Type	Payables by Item Detail	Payables by Item Fu	Detail								
											Selected Payables Detail	Per Payee 🔹 👁 Post
Availab	e Selected							Q	E	More D Reset	101AL: 0.00	
None											Name	Code Amount
Every	Payroll K											
Month	ly											
Quan	any 👻	Ŧ										
	Name	Code	Employee Amount	Employer Amount	Description	Pay Date	First Name	Last Name	Number	Position Nu		
	CITY OF STARS INC TAX	004	13.16				JOHN	PUBLIC	111111122			
	VILLAGE OF HOLLYWOOD	003	-45.82				ELIZABETH	TAYLOR	232323232			
	CITY OF STARS INC TAX	004	48.91				SANDRA	BULLOCK	333333333	_		
	VILLAGE OF HOLLYWOOD	003	33.18				KOSMO	KRAMER	44444444			
	CITY OF STARS INC TAX	004	33.20				KOSMO	KRAMER	44444444	_		
	VILLAGE OF HOLLYWOOD	003	536.68				SEAN	CONNERY	555555554			
	CITY OF STARS INC TAX	004	0.21				BUGS	BUNNY	555555555	_		
	CITY OF STARS INC TAX	004	85.60				ANTHONY	EDWARDS	656565656			
	VILLAGE OF HOLLYWOOD	003	16.35				ALAN	GREENSPAN	777777777			
	CITY OF STARS INC TAX	004	34.05				MOP	GLOW	77777778			
	VILLAGE OF HOLLYWOOD	003	34.26				TIMOTHY	ALLEN	888888888			
	CITY OF STARS INC TAX	004	-35.90				ERIN	BROCKOVICH	88888889			
	VILLAGE OF HOLLYWOOD	003	54.02				GLENN	CLOSE	979797979			
	CITY OF STARS INC TAX	004	1.65				GOLDIE	HAWN	EMPWITHID			
	TREASURER OF STATE OF OHIO	002	2.16				ELIZABETH	TAYLOR	232323232			
	TREASURER OF STATE OF OHIO	002	356.16				SANDRA	BULLOCK	333333333			
	TREASURER OF STATE OF OHIO	002	148.62				KOSMO	KRAMER	44444444			
	TREASURER OF STATE OF OHIO	002	4,218.15				SEAN	CONNERY	555555554			
	TREASURER OF STATE OF OHIO	002	113.96				ANTHONY	EDWARDS	656565656			
	TREASURER OF STATE OF OHIO	002	81.33				ALAN	GREENSPAN	777777777			
	TREASURER OF STATE OF OHIO	002	-4,889.62				TIMOTHY	ALLEN	888888888			
	TREASURER OF STATE OF OHIO	002	36.06				ERIN	BROCKOVICH	888888889			
	TREASURER OF STATE OF OHIO	002	70.86				JULIA	CHILDS	888888989			
	TREASURER OF STATE OF OHIO	002	214.82				GLENN	CLOSE	979797979			
	TREASURER OF STATE OF OHIO	002	279.64				Nick	Fury	FURY00001			
	MID AM	001	1,174.55				SANDRA	BULLOCK	333333333			
	MID AM	001	457.68				KOSMO	KRAMER	44444444			
	MID AM	001	17,737.10				SEAN	CONNERY	555555554			
	MID AM	001	319.86				ANTHONY	EDWARDS	656565656			
	MID AM	001	196.48				ALAN	GREENSPAN	777777777			

You can choose from the drop down grouping by the same payee).

Selected Payables Detail TOTAL: 632.14	Per Item Ty	ype 🔻 🛛 🗢 Post
Name	Code	Amount
▼ TREASURER OF STATE OF OHIO		632.14
▼ TREASURER OF STATE OF OHIO	002	632.14
232323232 (TAYLOR,ELIZABETH)	002	2.16
333333333 (BULLOCK,SANDRA)	002	356.16
44444444 (KRAMER,KOSMO)	002	148.62
555555554 (CONNERY,SEAN)	002	4,218.15
656565656 (EDWARDS,ANTHONY)	002	113.96
777777777 (GREENSPAN,ALAN)	002	81.33
8888888888 (ALLEN,TIMOTHY)	002	-4,889.62
888888889 (BROCKOVICH,ERIN)	002	36.06
888888989 (CHILDS,JULIA)	002	70.86
979797979 (CLOSE,GLENN)	002	214.82
FURY00001 (Fury,Nick)	002	279.64

Per Item Type

Per Payee

if you want a payment generated based on the same payee, (all payroll items with the

or choose from the drop down same payee will be paid with one payment)

if you want a separate payment for each payroll item type (ignoring the

Selected Payables Detail TOTAL: 632.14	Per Payee	▼ OPost
Name	Code	Amount
▼ TREASURER OF STATE OF OHIO		632.14
▼ TREASURER OF STATE OF OHIO	002	632.14
232323232 (TAYLOR, ELIZABETH)	002	2.16
333333333 (BULLOCK,SANDRA)	002	356.16
44444444 (KRAMER,KOSMO)	002	148.62
555555554 (CONNERY,SEAN)	002	4,218.15
656565656 (EDWARDS,ANTHONY)	002	113.96
777777777 (GREENSPAN,ALAN)	002	81.33
888888888 (ALLEN,TIMOTHY)	002	-4,889.62
888888889 (BROCKOVICH,ERIN)	002	36.06
888888989 (CHILDS,JULIA)	002	70.86
979797979 (CLOSE,GLENN)	002	214.82
FURY00001 (Fury,Nick)	002	279.64

# **Process Outstanding Payables Video**

# Utilities

Go to start of metadata

If the user knows their old password they can change their password using the 'change password' link found on the USPS-R Login page or by the 'change password' option under the Utilities Menu.

Welcome to th	e SSDT USPS applic	ation
Username	username	
Password	password	
Login		
Change Pa	assword	

Core v Payroll v	Processing $\sim$	Utilities 🗸	Admin ~	Reports ~
		Change I	Password	
Username *				_
Old Password *				
New Password *				
Verify New Password *				
	🗸 Change P	assword	O Cancel	]

# **Account Mapping**

- Create a Mapping Account Entry
- Edit Mapping Account Entry
- Delete Mapping Account Entries
- To 'Reorder' the sequence of the mapping accounts

The Account Mapping module controls how accounts are charged in Leave Projection and Board Distribution

Example: A teacher is paid through a grant. This grant allows pay for the teacher's salary. When a sick day is taken it will be charged to the sick leave account which corresponds to the salary account. This would not be correct as the grant should not have leave charged to it. Account mapping could be used in this case to charge all leave against the regular teacher's salary account.

Account	t Mapp	ing																			
	Save	e Ø	Cancel																		
						Origi	nal Accour	nt						Mappe	d Account			(0	Click & Dra	g REORDER	to adjust priority)
In	sert	Ord *	Fund	Func	Obj	SCC	Subject	OPU	IL	Job	Fund	Func	Obj	SCC	Subject	OPU	IL.	Job	Remove	ReOrder	
+																					
_																					

#### Account Mapping is used to 'reroute' accounts that board amounts are being distributed to

- Any account dimension can be changed
- 2XX objects are for BRDDIS and BRDRET

#### Order of accounts in MAPPING is important

- More detail needs a lower number
- More detail is fewer wildcard entries
- Less detail needs a higher number

#### Used often for grant accounts

• Benefits sometimes can not be charged to these

#### Used often to consolidate benefit accounts

• Mapping can move multiple benefits accounts into one

#### Each account is only mapped once

#### Wildcards can be used

- · Be careful of wildcards in the object codes due to various programs using the mapping entries
- Use 2XX objects for BRDDIS and BRDRET

#### Account on left is "from" account

· Object code has already been changed to 2XX code for board benefit before it gets to read the "from" account mapping entries

#### Account on right is "to" account

• Final account used for distribution

#### Adding mapping lines

#### Use modify, enter number one less where you want the entry inserted

#### For example:

- If you want to add a new order 14, enter as order 13
- Think of it as add after 13

#### **Delete mapping lines**

- Space over order number
- · Remaining orders are renumbered upon accept

#### Mapping lines are not changed by USAS programs ACTCHG or FNDCHG

#### Implementation of mapping

- First see what BRDDIS/BRDRET are doing with accounts before mapping
- · Determine what account the district wants the amounts charged to
- · Add mapping lines to accomplish what districts want
- Rerun BRDDIS/BRDRET

+

# **Create a Mapping Account Entry**

1. From the Utilities menu select Account Mapping

2. Click on

- 3. Enter in the Original Account and the Mapped Account too
- 4. Click on 'Save'

Account Mapp	ping																				
🗸 Sav	e Ø	Cance			Origi	nal Accour	nt							Mappe	d Account			(0	Click & Dra	g REORDER	to adjust priority)
Insert	Ord *	Fund	Func	Obj	SCC	Subject	OPU	IL	Job		Fund	Func	Obj	SCC	Subject	OPU	IL	Job	Remove	ReOrder	
+	1	001	2510	152						÷	001	4330	213			200			×	REORDER	
+																					

# **Edit Mapping Account Entry**

- 1. Select Account Mapping
- 2. Go to Account that needs changing and enter in new Mapping Account number
- 3. Click on 'Save'

L.A.

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Acc	ount Mapp	oing																				
	🗸 Sav	e Ø	Cancel			Origi	nal Accour	nt							Mappe	d Account			(0	lick & Dra	g REORDER	to adjust priority)
	Insert	Ord *	Fund	Func	Obj	SCC	Subject	OPU	IL	Job		Fund	Func	Obj	SCC	Subject	OPU	IL.	Job	Remove	ReOrder	
	+	1	001	2510	152						→	001	4330	213			200			×	REORDER	
	+																					

# **Delete Mapping Account Entries**

The 'Remove' Function is used to delete a Mapping Account Entry

1. Click on the 'Remove option next to the desired account.

Account Ma	apping																				
✓ \$	ave	O Cance	!		Origi	nal Accour	nt							Mappe	d Account			(0	Click & Dra	g REORDER	to adjust priority)
Inser	t Ord	<ul> <li>Fund</li> </ul>	Func	Obj	SCC	Subject	OPU	IL.	Job		Fund	Func	Obj	SCC	Subject	OPU	IL.	Job	Remove	ReOrder	
+	1	001	2510	152						÷	001	4330	213			200			×	REORDER	
+																					
+	1	001	2510	152						÷	001	4330	213			200				×	REORDER

# To 'Reorder' the sequence of the mapping accounts

1. Click on the 'REORDER' option at the end of the account row. Click and Drag to the new order line and click on 'Save'

int Mapp	ing																			
✓ Save	e Ø	Cancel																		
					Origi	nal Accour	nt							Mappe	d Account			((	Click & Dra	g REORDER
Insert	Ord *	Fund	Func	Obj	SCC	Subject	OPU	IL	Job		Fund	Func	Obj	SCC	Subject	OPU	IL	Job	Remove	ReOrder
+	1	001	2510	152						⇒	001	4330	213			200			×	REORDER
+	2	001	4540	143	9500		200			>	001	4540	243			200			×	REORDER
+	3	001	2411	111			100			<i>&gt;</i>	001	2411	211			100			×	REORDER

🗸 Sav	e Ø	Cancel																			
					Origi	nal Accour	nt							Mappe	d Account			(C	lick & Dra	ag REORDER	to adjust prio
Insert	Ord <sup>*</sup>	Fund	Func	Obj	SCC	Subject	OPU	IL	Job		Fund	Func	Obj	SCC	Subject	OPU	IL	Job	Remove	ReOrder	
+	1	001	4540	143	9500		200			→	001	4540	243			200			×	REORDER	
+	2	001	2510	152						<b>&gt;</b>	001	4330	213			200			×	REORDER	
+	3	001	2411	111			100			÷	001	2411	211			100			×	REORDER	

# **Attendance Import**

- Overview
  - USPS Attendance Import SPECS
    - Attendance/Absence Specific Record Formal
      - ATTERR

### Overview

In order to use Attendance Import, the user will need to have the default USPS\_STANDARD or USPS\_STANDARD\_ATTENDANCE\_IMPORT role. (can be added under ADMIN/ROLE)

The Utilities/Attendance Import option allows data obtained from third party software to be imported into USPS. The information is imported into Attendance and may be used to automatically load information into Current or Future.

The import file supplied by the third party software must conform to a specific format. It must be a comma delimited or a comma separated values (CSV) file. There are certain fields that are required and the data must be in a certain format/order.

The Attendance Import option has the ability to import records into both Attendance and CURRENT/FUTURE. A specific budget account can be specified to be charged for the CURRENT/FUTURE record.

The header line on the csv file must be removed before importing the file.

	USPS Attendance Import
Attendance Import File	Choose File No file chosen
Location Code	None
Post to Payroll Processing Options	None
Payroll Account to Charge	Combine Attendance Entries Allow Negative Leave Balances
Payroll Account to Charge	Import

 Attendance Import File- can import file supplied by a third party software. Must be a comma delimited or a comma separated values (CSV).

- Location Code prompt is used to determine the job number to post the transaction to if a job number is not supplied. The location code may contain either a Building IRN or Building/Department code. If you are using the location code field, enter one of the following codes:
   Building IRN
  - Building/Department Code
  - None
- Post to Payroll Processing Options offers the following options:
  - Post to Payroll Processing Future
  - Post to Payroll Processing Current
  - None No Payroll Processing Current/Future posting will take place. The "Calc gross" parameter from the CSV file is ignored as well
- Combine Attendance Entries

- Check if AT entries charged to CURRENT/FUTURE will be combined for an employee. In order to combine entries
  in CURRENT/FUTURE, the EMPID, job number, pay type, unit, unit amount, tax option, retirement flag, budget account, leave
  projection flag, and the BRDDIS flag must match
- Leave unchecked if AT entries will not be combined when posted to CURRENT/FUTURE
- Allow Negative Leave Balance prompt offers the following options:
  - Check if AB entries for Sick, Vacation and Personal Leave will be allowed to go negative. It will appear as a WARNING on the report.
  - Leave uncheck if AB entries for Sick, Vacation and Personal Leave will NOT go negative. It will appear as a FATAL Error on the report
- Payroll Account to Charge prompt offers the following options:
  - Defined Payroll Account for Position -Pay account defined in Payroll Account for the job will be use
  - Sub for SSN -the regular employee's pay account(s) will be charged.

# **USPS Attendance Import SPECS**

#### Attendance/Absence Specific Record Formal

This record is used to import attendance and absence information into USPS.

Field Name	Spreadsheet Column	CSV Position	Description	Format	Max. Size
Record Indicator	А	1	Literal record indicator must contain "AA" to indicate Absence/AttendanceLiteral	XXXX	4
Employee ID or SSN	В	2	NumberEmploy	XXXXXXXXX	9
Position Number	С	3	Optional: Compensation number. Either the job number or a location code must be provided to permit posting into CURRENT or FUTURE. This job number would be matched directly to the COMPENSATION record for the employee.Option	99	2
Location Code	D	4	Optional: Buidling IRN or Building/Department code. If a job number is not provided, the location code may be used to determine which job the record is to be posted to.	XXXXXX	6
Date	E	5	Transaction posting date	YYYYMMDD	8
Transaction Type	F	6	Valid values are: AB = absence AT = attendance	XX	2
Transaction Category	G	7	Valid values for type AT: AT = Attendance SB = Substituting Valid values for type AB: CA = calamity DO = dock HO = holiday JD = jury duty MI = military OT = other PL = personal leave PR = professional leave SI = sick UN = unknown VA = vacation	XX	2
Length/HoursLeng	Н	8	Length of absence or attendance	(+/-)99999.999	10
Tracking Unit	1	9	Valid values for unit of attendance or absence: H = hourly D = dailyValid	XX	1
Unit amount	J	10	Optional: If supplied, this rate will be used for paying the job. If not supplied, the job will be paid using the unit amount from the POSITION record same location code.Optional	(+/-)9999.999	9
Appointment type	к	11	Optional: Valid values for appointment type: Space = not defined 1 = Certified 2 = Classified	XX	1
Sub for ID	L	12	Optional: Employee ID Number for absent employee. ID of employee whose position the sub is filling in for. May be used to determine pay account charging.	XXXXXXXXX	9
Sub category	М	13	Optional: User defined. May be used to further define the transaction category.	XX	9
Budget account or XREF code	Ν	14	Optional: Budget account to charge during payroll. An XREF code may be used rather than the full budget account code.	Alphanumeric	28

		Budget code:			
		Fund	XXX		
		Function	XXXX		
		Object	XXX		
		Special Cost Center	XXXX		
		Subject	XXXXXX		
		Operational Unit	XXX		
		Instructional Level	XX		
		Job Assignment	XXX		
		XREF code	XXXXXX		
Calculate gross	0	15	Optional: Valid values for gross flag are: $Y = yes N = no space = user defined at run time The user will be asked at run time, "Post to Current, Future, or None?" If none, this flag is ignored and no transactions will be posted to Payroll Payments - Current or Future. If the user answers Current or Future, the space and "Y" will provide the same result. The transaction will be posted to Payroll Payments - Current or Future. If "N", the transaction will not be posted to Payroll Payments - Current or Future.$	x	1
Retire hours	Ρ	16	Optional: Retirement hours will be imported to CURRENT or FUTURE, depending on what the user chooses. If retirement hours are not specified for a REG or OT pay type, the COMPENSATION Hours In Day fields (if populated) will be used to automatically calculate a value.	(+/-)999.999	8
Рау Туре	Q	17	Optional: REG, MIS, OT, DCK, SHP, IRR, BCK, TRM, POF, NC1, NC2, NC3	XXX	3
Tax Option	R	18	<ul> <li>Optional: 1, 2, 3 or space If left blank in csv file:</li> <li>If POSITION Supplemental Type = SUP1, then 1 is automatically assigned</li> <li>If POSITION Supplemental Type = SUP3, then 3 is automatically assigned</li> <li>If POSITION Supplemental Type not SUP1 or SUP3, then 2 is automatically assigned</li> </ul>	X	1
Retirement option	S	19	Optional: Y, N or space Y or Space = Yes N = No	Х	1
Pay Amount Description	Т	20	Optional	Alphanumeric	25
Attendance posting Flag	U	21	Optional: Y, N or space Y or Space = Yes N = No	X	1
Board Distribution Flag	V	22	Optional: Y, N or space Y or Space = Yes N = NO	X	1
Leave Projection Flag	W	23	Optional: Y, N or space Y or Space = Yes N = No	X	1
Effective Date	X	24	Optional: The effective date only applies to FUTURE entries. This date must be a vaild date in the format of YYYYMMDD and should be in the future. CURRENT entries will always contain zeroes since it is for the current payroll.	YYYYMMDD	8
Label	Υ	25	Optional: The Label for a compensation record can be defined.	Alphanumeric	

#### ATTERR

All errors will be displayed in the error report file **(ATTERR.CSV)** that is generated when running the Attendance Import. When a record is not valid it will be added to the error report as a CSV line with a 'I' character at the end. Everything after this is the error message:

AA,XXXXXXXX,01,,20160520,AB,VA,1,D,320.000,1 | "Error message here"

Corrections can be made to the ATTERR.CSV file, saved and then the ATTERR.CSV file can be uploaded in Attendance Import to load the remaining records that initially showed as errors.

The following fatal errors may be encountered during the import and are displayed on the ATTERR report.

#### Fatal Messages

- Attendance for the day cannot total more than 1 day.
- If the tracking unit is "D" (daily) and the transaction length is greater than 1 or less than -1.
  Attendance for the day cannot total more than 24 hours
  - If the tracking unit is "H" (hourly) and the transaction length is greater than 24 or less than -24.
- An Attendance entry cannot be posted to a position for which the job status is deceased.
   An ATTENDANCE entry cannot be posted to a position for which the Job Status is deceased in POSITIONS
- An Attendance entry cannot be posted to a position for which the job status is terminated.
   An ATTENDANCE entry cannot be posted to a position for which the Job Status is terminated in POSITIONS
  - Appropriation account does not exist for budget account
     Budget account to be charged does not have a corresponding appropriation account. ATDSCN record and UPDCAL records are not written.
- Board distribution flag must be Y, N or blank. If not specified the default is Y
- Can not determine compensation for posting transaction to payroll. More than 1 active non-contract compensation.
- Date of transaction is not in YYYYMMDD format or is invalid based on the month and the number of days in the month (ie.
  - 19990231 would be invalid since February does not have 31 days.)
    Correct date formatting on the csv file would be YYYYMMDD.
- Days worked = work days in contract.
- The days worked cannot equal work days in the contract
- Days worked exceeds work days in contract.
  - The days worked cannot exceed the work days in the contract.
- District not set up to use XREF codes
  - XREF code has been supplied in the CSV record but the district's USAS configuration information indicates the district does not utilize XREF codes. The record is not written to ATDSCN or UPDCAL.
- Invalid Activity Date.
  - Date must be in YYYYMMDD format. Date on the csv file is blank.
- Invalid (insert budget account related item here)
  - For example, invalid function per the current Blue Book standards. Budget account to be charged is invalid. Record is not written to ATDSCN or UPDCAL.
- Invalid Effective Date
- Effective Date must be in YYYYMMDD format.
- Invalid job number
  - If posting to UPDCAL and the job number is zero or not found, or a job number was supplied in the CSV file, but there is no corresponding JOBSCN record on file for the SSN and job number.
- Invalid pay type
  - Posting to UPDCAL and an invalid pay type (other than spaces) is found.
- Invalid special cost center
  - Special cost center in budget account to be charged is not valid. Record not written to ATDSCN or UPDCAL.
- Invalid transaction category
  - If an AT transaction type, the category must be either AT or SB. If an AB transaction type, the category must be one of the following: CA, DO, HO, JD, MI, OT, PL, PR, SI, UN, VA.
- Invalid transaction date
  - Transaction date is prior to 1970/01/01. Date of transaction is not in YYYYMMDD format or is invalid based on the month and the number of days in the month (ie. 19990231 would be invalid since February does not have 31 days.)
- Invalid transaction type
  - Transaction type must be either AB or AT.
  - Invalid record indicator on record:
- The record number specified does not contain a record indicator of AA. Verify the information listed on the CSV file.
- No Employee found for Employee #: XXXXXXXX
- There was no match found in the employee master file for the SSN/Employee ID supplied in the CSV file.
- No position number provided or determined for payroll posting
- A position number is not defined on the csv file for the related record.
- The Appointment Type in the CSV file must match the Appointment Type on Position View. Employee #: XXXXXXXX
   The appointment type in the csv file must match the appointment type in POSITION screen.
- The value supplied in the CSV file for the calculate gross option was invalid. This field is optional. If supplied it must be either Y, N OR Space.
- This Position / Employee is not eligible for personal leave
- According to CORE/POSITION, the job/employee is not eligible for personal leave.
- This Position / Employee is not eligible for sick leave

- According to CORE/POSITION, the job/employee is not eligible for sick leave.
- This Position / Employee is not eligible for vacation leave
  - According to CORE/POSITION, the job/employee is not eligible for vacation leave.
- Leave Projection flag must be Y, N or blank. If not specified the default is Y.
- Leaves records do not exist for Employee #: XXXXXXXXX
  - There is no CORE/LEAVES record on file for the SSN. This record must be present to post an absence for sick, vacation, or personal leave.
- No acct code, but has BRDDIS/LEVPRO.
  - Account code is needed if BRDDIS or LEVPRO flags are specified.
- Pays paid = number of pays.
- Pays paid cannot equal number of pays.
- Position number could not be determined for payroll posting.
  - Position number must be specified for this type of transaction.
- String index out of range: XX
  - Account code needs to equal 28 digits
- Too large. The unit amount on the csv file cannot be greater than 9999.999.
- Tracking unit not equal to benefit unit
  - The tracking unit supplied in the CSV file (hours/days) does not match the tracking unit defined on the employee's USPSCN/BENSCN record.
- Transaction length cannot equal zero
- Unable to write ABSDET record
  - An error occurred while trying to write the ABSDET record. This generally means there is already a record on file with the same key values.
- XREF code not found
  - XREF code supplied on CSV record could not be found on the district's XREF file. Record not written to ATDSCN or UPDCAL.

# **Change Password**

Change Password Video

If the user knows their old password they can change their password using the 'change password' option under the Utilities Menu.

Username*	admin	
Old Password*		
New Password *		
Verify New Password *		
	<ul> <li>Change Password</li> </ul>	O Cancel

**Change Password Video** 

# Import from Classic

	USPS Import
	<ul> <li>FTP (File Transfer)</li> <li>ZIP (Archive File)</li> </ul>
Username:	
Password:	
Host:	
Remote Path:	
IRN:	
	Anonymize Data
	Import

# Mass Load

- MASS LOAD Criteria
  - Example of an Absence .CSV file:
  - Example of an Attendance .CSV file:

The **Mass Load** program allows a district to import data into the USPS Redesign from an outside source. This may include, but is not limited to, Excel, Access, Lotus and other third party software's that have the option to export data in a CSV (Comma Separated Values) format. The **Mass Load** program reads the data, imports and validates it, then writes it to the USPS file structures, thus eliminating manual entry. This might be useful for a district converting to USPS or for a district processing mass updates to varying fields.

All possible field values are outlined in the Miscellaneous notes section, under the **Mass Load** Criteria. Any records with fields not meeting the USPS possible values validity checks are rejected. A message is written to the reports indicating what record included invalid data.

The CSV being read by the **Mass Load** options can include the fields in any order. The file must contain a header record which includes all the pre-defined field names (Req Column Desc) as the first record in the import file. The pre-defined field names are included in the **Mass Load** Criter is found in the Miscellaneous notes section of this chapter. The remaining records in the file represent the data values being loaded.

The **Custom Report Writer** (If need more help with creating Detail Reports, Click 'Custom Report Writer') can be used to create the header file for you. To do so, **Select the Object** you wish to import. Once the object is selected, add the **'Identifying Fields'** necessary to import the object. (These will be the required headers needed to correctly import the records. This list can be found below.)

Once you have selected the correct identifying fields (view table below), you can also Select Properties you want to import.

The detail report writer will also allow you to filter current records in the Configure Filters tab.

#### Last, select the Generate Report tab.

Report						
elect Object		Restore		Save As		
Employee	•	~	Import Report		Save Report	Report Manag
Properties:	Select Properties	Configure Filters Generate Report				
		· · · · · · · · · · · · · · · · · · ·				
	R	eport Options				
	Count I	week Week have a				
Authorized Experience	Format: E	Excel-FleidNames				
Bckgrd Date	Page Size: L	.ETTER 🗸				
	Orientation: E					
	Cricination.	UKINAI V				
	Name: E	Employee				
Degree Type		& Generate Report				
Eligible For Retirement						
Legal Name						
Military Experience						
	-					

Select the Excel-FieldNames options, give the file a name and click generate report. This will create an Excel file you can now edit and export to CSV to load data into Mass Load:

USPS Load File	Choose File No file chosen
Importable Entities:	T
	Load

- USPS Load File can import file supplied by a third party software. Must be comma separated values (CSV).
- Importable Entities object to be imported.

# **MASS LOAD Criteria**

Each **Object to be imported**, has to be created on a separate .CSV file. The **Identifying Fields** below have to entered exactly how they are written. For more Identifying fields, please use the Custom Report Writer to find the field names. 'Select Object' to open up the Property names and hover over the name with your mouse pointer: example. ('RegularItemConfig' Object - Employer Health Coverage identifying field would be **employerHealthCoverage**.

Object to be imported	Identifying fields that must be included in the file
Employee	number
Position	number employee.number

Adopt Assistance Item Config	code
Annuity Item Config	
Child Support Item Config	
City Tax Item Config	
Dependent Care Item Config	
Employer Sers Item Config	
Employer Strs Item Config	
Federal Tax Item Config	
Health Savings Account Item Config	
Medical Saving Item Config	
Medicare Tax Item Config	
Ohio State Tax Item Config	
Osdi Tax Item Config	
Regular Item Config	
Savings Bond Item Config	
Sers Annuity Item Config	
Sers Buy Back Annuity Item Config	
Sers Item Config	
Social Security Tax Item Config	
State Tax Item Config	
Strs Annuity Item Config	
Strs Buy Back Annuity Item Config	
Strs Item Config	

Adopt Assistance Item	configuration.code
Annuity Item	employee.number
Child Support Item	
City Tax Item	
Dependent Care Item	
Employer Sers Item	
Employer Strs Item	
Federal Tax Item	
Health Savings Account Item	
Medical Saving Item	
Medicare Tax Item	
Ohio State Tax Item	
Osdi Tax Item	
Regular Item	
Savings Bond Item	
Sers Annuity Item	
Sers Buy Back Annuity Item	
Sers Item	
Social Security Tax Item	
State Tax Item	
Strs Annuity Item	
Strs Buy Back Annuity Item	
Strs Item	

#### Absence

employee.number
activityDate
length
category
unit
category options include;
Calamity
Dock
Holiday
JuryDuty
Military
Other
Personal
Professional
Sick
Unknown
Vacation
Unit options include;
Daily
Hourly
Weeks
None

Attendance	employee.number
	activityDate
	length
	category
	unit
	category options include;
	Attendance
	Substituting
	Unit options include;
	Daily
	Hourly
	Weeks
	None
Sick Leave	Currently not implemented
Personal Leave	
Vacation Leave	
Pay Account	Currently not implemented
Date Master	name
Date Text Field Definition	propertyName
	appliesTo
	Applies To must be org.ssdt_ohio.usps.model.employ ee.Employee
	for each record
Date Detail	number
Select 'Employee' from the select box	customFields.testDate.date (Date to be imported)
	customFields.testDate.dateText (Description)
	In this example 'testDate' is the property name of the Date Detail to be loaded. This part of the header will be different for each Date. This can be found on the Date Codes view.
	Multiple dates can be imported per employee per file as long as each date has the correct header.

	А	В	С	D	E	F
1	employee.number	activityDate	length	category	unit	
2	ANON104	20170522	1	Sick	Daily	
3						

### Example of an Attendance .CSV file:

	А	В	С	D	E	F
1	employee.number	activityDate	length	category	unit	
2	ANON344	20170514	1	Attendance	Daily	
3						

# **Show Profile**

User Profile will give detailed information about the user account currently logged into the USPS-R application.

It contains the username and the organization the user is logged into as well as any assigned roles to that user.

# User Profile

Username: admin Organization: Vernonburg (Demo) Schools

Assigned Roles:

id ADMINISTRATORS	description Application Administrators

# System

System menu contains programs that control how processing is defined and done on the system and other options that only an administrator would access.

# **Automatic Payment Reconciliation Configuration**

The Automatic Payment Reconciliation Configuration program is used to create an initialization file, that will define all the data that is to be extracted and placed on the sequential file to be sent to the bank. This initialization file will also define all data that is returned from the bank to be reconciled by the district. This file allows you to define the specifics of your import/extract routine - what and how you want to import or extract. When setting up **importing** or **extracting**, you specify the type of file layout (fixed length or comma separated) and what records are contained in the file.

The Automatic Payment Reconciliation file must include all data fields to be extracted, the starting position of the data within each record, the field length, picture, and field type as shown in the examples below.

CS Fix	V ed Ler t Fields	ype ngth		Saved Formats Import   Load
		Field	Length	Format
8	+	Check Number 🔹	9	([0-9]+)
0	+	Check Date 🔹	10	([0-1][0-9]/[0-3][0-9]/[0-9]{4})
8	+	Amount 🔻	12	([0-9\]+)

The File Format must be equal to one of the following:

#### Import/Extract Type:

- CSV Indicating comma separated delimited file. The Length is preset for each field
  - Comma separated files place quotes around text fields and separate fields with commas. These files are simpler to work with compared to fixed length files, as only the field order needs to be known.
- Fixed Length All information is formatted with either valid data or spaces. Fixed Length fields are filled with spaces to a specified width. Each field has an offset from the start of the line, and a length in number of characters.
  - Example:
    - SMITH, TODD 10004A 12000.00 155 ESTELLINE RD.
    - 123456789012345678901234567890123456789012345678901234567890
      - The start of the Name field is at position 1 and the length is 24. The Number field starts at position 25 and its length is 6. Notice how the name starts at character position 1, and there is room for a long name, although not all of the space is used with this one. The length of the name field is 24 characters. Then the account number starts at character position 25 in the file, and is 6 characters wide. When you import Fixed Length files, you will need to know the starting position and width of every field you want to import.
The Automatic Payment Reconciliation file can include these data fields to be extracted and imported, the starting position of the data within each record, the field length, picture, and field type as shown below:

Field Types options -

- Amount
- Bank Account
- Check Date
- Check Day
- Check Month
- Check Number
- Check Year
- Payee Address
- Payee Name
- Void Flag

Length - The Length is how many characters the field can be. This will only relate to if the file is Fixed Length. If the length for Bank Account is 12, then the field might contain 12 characters

Format - The Format determines what characters can go in that field. i.e. Bank Account is defaulted to ([0-9]+) which means the data has to be any combinations of digits 0-9. Example; 4123456733 would be valid 32134A1344 would fail the constraint check

		test 🔹	
The Import Fields	can be saved using the 'Saved Formats' option. Once saved, clicked on		, select file
type and click on	Load		

# Batch Jobs Configuration

- View Configuration
- Edit Configuration

This option allows the user to enter in Configuration details for any installed modules.

	Description	
I	Authentication and Password Requirement Configuration	
ľ	Import Utility Configuration	
ľ	Fiscal Year Configuration	
ľ	Rounding Configuration	
ľ	Employee Number Automatic Generation Configuration	
ľ	Check Void Message Configuration	
ľ	Payment Printing Configuration	
ľ	STRS Advance Configuration	
ľ	Database Administration Configuration	

# **View Configuration**

1. From the Admin menu select 'Configuration'

- 2. Click on Description of the one you would like to view. It will highlight in Blue
- 3. A description box will open up to the right

	Description		Decement Complexity
Z	Authentication and Password Requirement Configuration		Password Complexity
Z	Import Utility Configuration	Minimum Length	8
Z	Fiscal Year Configuration		Require Mixed Case
I	Rounding Configuration		🗹 Require Numeric
Z	Employee Number Automatic Generation Configuration		Password Expiration
Z	Check Void Message Configuration	Password Lifetime	90
Z	Payment Printing Configuration		Pre Expire Password
Z	STRS Advance Configuration		The Explicit dosword
3	Database Administration Configuration		

# **Edit Configuration**

iguruu	ion				
	Description		Deseuveral Complexity		
Ø	Authentication and Password Requirement Configuration		Password Complexity		
I	Import Utility Configuration	Minimum Length	8		
Z	Fiscal Year Configuration		Require Mixed Case		
I	Rounding Configuration		Require Numeric		
I	Employee Number Automatic Generation Configuration		Password Expiration		
I	Check Void Message Configuration	Password Lifetime	90		
I	Payment Printing Configuration		Pre Expire Passwords		
ß	STRS Advance Configuration				
				Edit Authentication a	and Password Requ Cancel Password Complex
				Minimum Length	8 Require Mixed Ca Require Numeric Password Expiratio
				Password Lifetime	90
				Password Lifetime	gn

# **Custom Field Definition**

- Search Custom Field Definition
  Highlight Viewer
- Create Custom Field Definition
  Edit Custom Field Definition
- Inactivate a Custom Field Definition
  Delete Custom Field Definition
- Custom Field Definition Video

A "Custom Field" is a field that the district defines that is seen in the different interfaces when creating, editing, or querying a record. Custom fields are also available for reporting purposes.

#### **Search Custom Field Definition**

If additional columns on the grid are needed this can be done by clicking on the button in the upper right hand corner of the grid and check marking the column header name(s0 you want included on the grid. The order of the columns can be changed by simply dragging them to the desired location.

The Custom Field Definition grid allows the user to search for existing records. You can enter in a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you are wanting to view or edit. Example - Display Name is one of my grid options. If I type in %FI% (% is use as a wildcard) in the Display Name field, all occurrences of the letters FI in the Display Name will

appear. You can then click on the 💌 to view the 🕼 to edit or edit or location on the Custom Field Definition record.

The Advanced Search can be utilized by clicking on the in the upp

be utilized by clicking on the \_\_\_\_\_ in the upper right side of the grid.

+ CI	reate						Q	More D Rese
			Display Name	Туре	Order	Applies To	Active	Property Name
۲	2	0	Accred District Experience	Money	0	Employee	true	accredDistrictExperience
۲	8	0	Assignment Area	Number	0	Position	true	assignmentArea
۲	2	0	Authorized Experience	Number	0	Employee	true	authorizedExperience
۲	2	0	Based on Hours	StateReportingCode	22	ContractedService	true	basedOnHours
۲	2	0	Based on People	StateReportingCode	23	ContractedService	true	basedOnPeople
۲	2	0	Based on Service	StateReportingCode	21	ContractedService	true	basedOnService
۲	2	0	Building Code	Code	0	Position	true	buildingCode
۲	8	0	Building Experience	Money	0	Employee	true	buildingExperience
۲		0	Building IRN	Text	0	Position	true	buildingIRN
۲	8	0	Check Distribution	Text	2,000	Employee	true	checkDistribution
۲		0	Code 1	Code	0	PayrollItem	true	code1
۲	8	0	Code 1	Code	0	PayDistribution	true	code1
۲	0	0	Code 2	Code	0	PayrollItem	true	code2
۲	8		Code 2	Code	0	PayDistribution	true	code2

### **Highlight Viewer**

Custom Field Definition

To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:

stom Fi	ield Def	inition									
		1									×
+0	reate						Q	III More	O Reset	-	
			Display Name	Туре	Order	Applies To	Active	Property Name		Display Name	Assignment Area
										Type	Number
۲	6	0	Accred District Experience	Money	0	Employee	true	accredDistrictExp	erience		
۲	C	0	Assignment Area	Number	0	Position	true	assignmentArea	^	Order	
۲	8	0	Authorized Experience	Number	0	Employee	true	authorizedExperie	ence	Applies To	Position
۲	8	0	Based on Hours	StateReportingCode	22	ContractedService	true	basedOnHours			Active
۲	8	0	Based on People	StateReportingCode	23	ContractedService	true	basedOnPeople		Property Name	assignmentArea
۲	8	0	Based on Service	StateReportingCode	21	ContractedService	true	basedOnService			
۲		0	Building Code	Code	0	Position	true	buildingCode			
<u> </u>											

#### **Create Custom Field Definition**

A Custom Field may be a code, date, money, text, web address, or a Boolean (true/false) field, as defined by the "type" selected when the Custom Field is created. Each Custom Field applies to a single type of data, for example, Vendor. A Custom Field which has an "applies to" of Vendor will only appear in the Vendor interface and when generating Vendor reports.

Some of the types have unique restrictions or capabilities:

Money - will not accept dollar signs or commas

WebAddress - http:// or https:// is required at the beginning

BooleanType - will typically be represented as true or false, or as a checkbox which may be checked (true) or unchecked (false)

**Code** - Allows optional entry of a list of valid codes and their related description. When this Custom Field is used in a create or edit, the user is presented with a drop down list allowing them to select from the list of valid codes. If no valid codes are entered, then this is just a text box where the user can enter their desired code.

1. From the Admin menu select 'Custom Field Definition'



3. Select the 'Type' of custom field from the drop down



4. Select the record that this custom field will apply to from the 'Applies To Record' drop down



5. Click on

Custom Field Defin	ition + ×
🗸 Save 🖉	Cancel
Display Name !	
Туре	Date
Order	
Applies To	Employee
	✓ Active
Property Name!	
	Display In Basic Query
	Display In Grid
Group	

The Display Name is what appears as the field label when viewing, creating, or editing a record

The Type is already defaulted from your previous Custom Field Definition type setup.

The Order can be used to specify where in the selected area you would like your Custom Definition to appear.

The Applies To field is already defaulted from your previous Custom Field Definition Applies to Record setup.

	Active
If you wish for this Custom Definition to be Active you will need to check	
The <b>Property Name</b> is an abbreviation of the display name Ex-Display Name	ame=Fingerpri

The **Property Name** is an abbreviation of the display name Ex-Display Name=Fingerprint Date Property Name=FgrprtDate. The Property Name is used in other places in the software where the field may be selected, such as in the advanced query and report properties selection boxes.

The **Group** refers to which group on the screen you wish this new field to be added to. Example- If I am adding a new Date on the Employee record and I want this to appear in the Dates section I would enter Dates in the Group field.

If you want this field to Display in Basic Query you will want to check
If you want this field to Display in Grid you will want to check Sector Display In Grid
6. Click on Save to save the custom field to the system, click on Cancel to not save the custom field and return to the Custom

Field Grid

ustom Field Defi	nition +
✓ Save	Cancel
Display Name	Fingerprint Date
Туре	Date
Order	
Applies To	Employee
	✓ Active
Property Name	FgrprtDate
	Solution Display In Basic Query
	✓ Display In Grid
Group	Dates

# **Edit Custom Field Definition**

Click on in the grid beside the custom field to edit the custom field. Only fields that are allowed to be edited will be displayed.

- 1. From the Admin menu select "Custom Field Definition"
- 2. Search for and select the desired custom field.
- 3. Click on the solution the custom field you are wanting to modify.
- 4. Make the desired changes and click Save to save the changes, click Cancel to remove the changes and leave the record as it was.

#### Inactivate a Custom Field Definition

If you wish for the custom field to no longer appear on the user interface.

1. 2.	From the Admin menu select 'Custom Field Definition" Search for and select desired custom field
3.	Click on the Elizabeside the custom field and uncheck the active box
4.	Click on coremove the changes and leave the record as it was.
	The Custom Field may be reactivated at a later time if desired by clicking the box next to Active

# **Delete Custom Field Definition**

Click on the click on the click on the click on the grid beside the desired custom field. A confirmation box will appear and you will be asked to confirm that you really do want to delete this custom field.

#### **Custom Field Definition Video**

# DBA

**Database Administration** 

# **Modules**

- EMIS Contracted Service Module
- EMIS Contractor Module
- Email Notification Services
- File Storage Module
- Http Notification Services
- LDAP Directory Authentication
- Legacy Password Migration
- Mass Change Service
- Twitter Notification Services
- USAS Integration Module
- Windows Active Directory Service Authentication

Certain modules in the system can be turned on and off accordingly. To turn on a module you will click the next to the module you

would like installed. To turn off a module you will click the **equation** next to the module you would like to uninstall.

Once selected, a green message box will appear at the top that informs the user that installation of the module may not take full effect until page is refreshed and gives them a link to manually refresh.

es	nfo - Module ora ssdt obio:ssdt.common masschance installed. N	DTE: This chan	ge may not ta	ke full effect until page is refreshed. Click here to refresh	page.	
	Description	Installed	Required	Module Id	Module Version	
+	EMIS Contracted Service Module			org.ssdt_ohio:usps.contracted-service	0.18.0.SNAPSHOT	
+	EMIS Contractor Module			org.ssdt_ohio:usps.emis-contractor	0.18.0.SNAPSHOT	
+	Email Notification Services			org.ssdt_ohio:ssdt.common.notification-email	1.18.0.SNAPSHOT	
+	File Storage Module			org.ssdt_ohio:ssdt.common.filestorage	1.18.0.SNAPSHOT	
+	Http Notification Services			org.ssdt_ohio:ssdt.common.notification-http	1.18.0.SNAPSHOT	
+	LDAP Directory Authentication			org.ssdt_ohio:ssdt.common.authnz-Idap	1.18.0.SNAPSHOT	
+	Legacy Password Migration	0	0	org.ssdt_ohio:ssdt.common.authnz-vms	1.18.0.SNAPSHOT	
-	Mass Change Service			org.ssdt_ohio:ssdt.common.masschange	1.18.0.SNAPSHOT	
+	Twitter Notification Services			org.ssdt_ohio:ssdt.common.notification-twitter	1.18.0.SNAPSHOT	
+	USAS Integration Module			org.ssdt_ohio:usps.usas-integration	0.18.0.SNAPSHOT	
+	Windows Active Directory Service Authentication	0	0	org.ssdt_ohio:ssdt.common.authnz-ads	1.18.0.SNAPSHOT	

### **EMIS Contracted Service Module**

This module is used to setup the EMIS Contracted Service option on the EMIS Entry Screen.

Aodules					
	Description 2	Installed	Requi + 1	Module Id	Module Version
+	EMIS Contracted Service Module	0	0	org.ssdt_ohio:usps.contracted-service	0.17.0.SNAPSHOT
+	EMIS Contractor Module	0		org.ssdt_ohio:usps.emis-contractor	0.17.0.SNAPSHOT
+	Email Notification Services			org.ssdt_ohio:ssdt.common.notification-email	1.17.0.SNAPSHOT
+	File Storage Module	0		org.ssdt_ohio:ssdt.common.filestorage	1.17.0.SNAPSHOT
+	Http Notification Services	0		org.ssdt_ohio:ssdt.common.notification-http	1.17.0.SNAPSHOT
+	LDAP Directory Authentication	0	0	org.ssdt_ohio:ssdt.common.authnz-ldap	1.17.0.SNAPSHOT
+	Legacy Password Migration	0	0	org.ssdt_ohio:ssdt.common.authnz-vms	1.17.0.SNAPSHOT
-	Mass Change Service			org.ssdt_ohio:ssdt.common.masschange	1.17.0.SNAPSHOT
+	Twitter Notification Services	0		org.ssdt_ohio:ssdt.common.notification-twitter	1.17.0.SNAPSHOT
+	USAS Integration Module	0		org.ssdt_ohio:usps.usas-integration	0.17.0.SNAPSHOT
+	Windows Active Directory Service Authentication	0		org.ssdt_ohio:ssdt.common.authnz-ads	1.17.0.SNAPSHOT

To setup the EMIS Contracted Service option click the displayed:	+	next to the EMIS Contracted Service Module. The following message will be
--	---	---

Messages	+ ×
Info - Module org.ssdt_ohio:usps.contracted-service installed	

The EMIS Contracted Service Module will now be displayed as a tab on the EMIS Entry Screen

EMIS Employee Entry	EMIS Position Entry	EMIS Contracted Service (CC)

# **EMIS Contractor Module**

This module is used to setup the EMIS Contractor option on the EMIS Entry Screen.

Мо	dules						
		Description • 2	Installed	Requi 🔺 1	Module ki	Module Version	
	+	EMIS Contracted Service Module	0	0	org.ssdt_ohio:usps.contracted-service	0.17.0.SNAPSHOT	
	+	EMIS Contractor Module	0	0	org.ssdt_ohio:usps.emis-contractor	0.17.0.SNAPSHOT	
	+	Email Notification Services			org.ssdt_ohio:ssdt.common.notification-email	1.17.0.SNAPSHOT	
	+	File Storage Module	0		org.ssdt_ohio:ssdt.common.filestorage	1.17.0.SNAPSHOT	
	+	Http Notification Services	0		org.ssdt_ohio:ssdt.common.notification-http	1.17.0.SNAPSHOT	
	+	LDAP Directory Authentication	0	0	org.ssdt_ohio:ssdt.common.authnz-ldap	1.17.0.SNAPSHOT	
	+	Legacy Password Migration	0	0	org.ssdt_ohio:ssdt.common.authnz-vms	1.17.0.SNAPSHOT	
	-	Mass Change Service			org.ssdt_ohio:ssdt.common.masschange	1.17.0.SNAPSHOT	
	+	Twitter Notification Services	0		org.ssdt_ohio:ssdt.common.notification-twitter	1.17.0.SNAPSHOT	
	+	USAS Integration Module	0		org.ssdt_ohio:usps.usas-integration	0.17.0.SNAPSHOT	
	+	Windows Active Directory Service Authentication	0	0	org.ssdt_ohio:ssdt.common.authnz-ads	1.17.0.SNAPSHOT	

To setup the EMIS Contractor Module option click the



I next to the EMIS Contractor Module. The following message will be displayed:

Messages	+	х
Info - Module org.ssdt_ohio:usps.emis-contractor installed		

The EMIS Contractor Module will now be displayed as a tab on the EMIS Entry Screen

#### **Email Notification Services**

**File Storage Module** 

**Http Notification Services** 

### **LDAP Directory Authentication**

#### **Legacy Password Migration**

# **Mass Change Service**

The Mass Change Service Module will set up the Mass Change button option within most of the Core Menu selections. A new button will appear when mass change module is active. The user has update access to the entity in question and also has the ADMIN\_MASSCHANGE permission.

Modules						
	Description 2	Installed	Requ*1	Module Id	Module Version	=
+	EMIS Contractor Module			org.ssdt_ohio:usps.emis-contractor	0.18.0.SNAPSHOT	
+	Email Notification Services			org.ssdt_ohio:ssdt.common.notification-email	1.19.0.SNAPSHOT	
+	File Storage Module			org.ssdt_ohio:ssdt.common.filestorage	1.19.0.SNAPSHOT	
+	Http Notification Services			org.ssdt_ohio:ssdt.common.notification-http	1.19.0.SNAPSHOT	
+	LDAP Directory Authentication			org.ssdt_ohio:ssdt.common.authnz-Idap	1.19.0.SNAPSHOT	
+	Legacy Password Migration			org.ssdt_ohio:ssdt.common.authnz-vms	1.19.0.SNAPSHOT	
-	Mass Change Service			org.ssdt_ohio:ssdt.common.masschange	1.19.0.SNAPSHOT	
+	Twitter Notification Services			org.ssdt_ohio:ssdt.common.notification-twitter	1.19.0.SNAPSHOT	
+	USAS Integration Module			org.ssdt_ohio:usps.usas-integration	0.18.0.SNAPSHOT	
+	Windows Active Directory Service Authentication			org.ssdt_ohio:ssdt.common.authnz-ads	1.19.0.SNAPSHOT	

#### To setup the Mass Change Service Module option click the

next to the Mass Change Module. The following message will be displayed:

Info - Module org.ssdt\_ohio:ssdt.common.masschange installed. NOTE: This change may not take full effect until page is refreshed. Click here to refresh page.

Once the process has been installed you will then see the 'Mass Change' option next to the 'Create' button on most of the Core menu Selections:

Hom	e Core ~	Payroll v Process	ing - Reports - Impor	rt - Admin - Utilities	~				Help - Logout			
Adjust	ments											
	+ Create	Z Mass Change							Include Concealed	Q	C snom	Reset
		Employee #	Last Name	First Name	Adjustment Type	Transaction Date	Amount	Description			Payroll Item Type	

# **Twitter Notification Services**

# **USAS Integration Module**

The USAS Integration Module will set up the USAS Integration option on the main menu.

escription *2	Installed	Requi * 1	Module Id	Module Version
MO Contracted Convice Medule			are add, chickens contracted convice	
MIS Contracted Service Module	0	0	org.ssdt_onio.usps.contracted-service	0.17.0.SNAPSHOT
mil Notification Services	0	0	org ssdt_ohio:ssdt.common_notification_email	
ile Storage Module	0	0	org ssdt_ohio:ssdt.common.filestorage	1.17.0.SNAPSHOT
In Storage module	0	0	org ssdt_ohio:ssdt.common_nestorage	1 17 0 SNAPSHOT
DAP Directory Authentication	0	0	org ssdt_ohio:ssdt.common_authpz.idap	1 17 0 SNAPSHOT
Page V Password Migration	0	0	org sedt_ohio:sedt.common_authnz-vms	1.17.0.SNAPSHOT
ass Change Service	R R	0	org ssdt_ohio:ssdt.common_masschange	1 17 0 SNAPSHOT
witter Notification Services		0	org ssdt_ohio:ssdt.common.ndisschange	1 17 0 SNAPSHOT
SAS Integration Module	0	0	org ssdt_obio:usps.usas_integration	0.17.0 SNAPSHOT
SAS Integration Module /indows Active Directory Service Authentication			org ssdt_ohio.usps.usas-Integration org ssdt_ohio.ssdt.common.authnz-ads	0.17.0.SNAPSHOT 1.17.0.SNAPSHOT
SAS Integration Module Jindows Active Directory Service Authentication the USAS Integration Module option click th	e	nex	org ssd_ohio usps usas-integration org ssd_ohio issdt.common.authnz-ads	0.17.0.SNAPSHOT 1.17.0.SNAPSHOT
SAS Integration Module Indows Active Directory Service Authentication the USAS Integration Module option click th Sages	e +	nex	org ssd_ohio usps usas-integration org ssd_ohio issdt.common.authnz-ads	e following message will be disp

Once the process has been installed you will then see the USAS Integration option on the main menu.



Windows Active Directory Service Authentication

# Monitor

- Highlight ViewerPermissions
- Create a Role
- · Search for a Role
- ٠ Edit a Role
- Delete a Role

e				
+ 0	reate			Q I III More D Reset
			ld	Description
۲	6	O	ADMINISTRATORS	
۲	6	0	GROUP_MANAGER	Classic USPS Group Manager Role
۲	6	0	LEGACY-ATTENDANCE-USER	Classic USPS_ATTEND Standard Role
۲	6	0	LEGACY-DATES-READONLY-USER	Classic USPS_DATES Read-Only Role
۲	0	0	LEGACY-DATES-USER	Classic USPS_DATES Standard Role
۲	6	0	LEGACY-EMIS-READONLY-USER	Classic USPS_EMIS Read-Only Role
۲	0	0	LEGACY-EMIS-USER	Classic USPS_EMIS Standard Role
۲	6	0	PERSONNEL_READONLY_USER	Classic PPS Read-Only Role
۲	6	0	PERSONNEL_USER	Classic PPS Standard Role
۲	6	O	STANDARD_READONLY_USER	Classic USPS Read-Only Role
۲		Ø	STANDARD USER	Classic USPS Standard Role

# **Highlight Viewer**

Dole

To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:

+ Cr	reate			Q m More D Reset		
			Id	Description	ld	LEGACY-EMIS-F
					Description	Classic USPS_E
•		0	GROUP MANAGER	Classic LISPS Group Manager Role	Grants	[USPS_STANDARD_CONTRACTEDSE
•	ß	0	LEGACY-ATTENDANCE-USER	Classic USPS_ATTEND Standard Role		VICE_REPORT, USPS_STANDARD_EMISENTRY_VIEW
•	8	0	LEGACY-DATES-READONLY-USER	Classic USPS_DATES Read-Only Role		USPS_STANDARD_STATEREPORTING
۲	8	0	LEGACY-DATES-USER	Classic USPS_DATES Standard Role		USPS_STANDARD_CONTRACTEDSE
۲	Ø	0	LEGACY-EMIS-READONLY-USER	Classic USPS_EMIS Read-Only Role		VICE_VIEW, USPS_STANDARD_STATEREPORTING
۲	ß	0	LEGACY-EMIS-USER	Classic USPS_EMIS Standard Role		CODES_REPORT,
۲	ß	0	PERSONNEL_READONLY_USER	Classic PPS Read-Only Role		USPS_STANDARD_EMISCONTRACTO
۲	ß	0	PERSONNEL_USER	Classic PPS Standard Role		
۲	2	0	STANDARD_READONLY_USER	Classic USPS Read-Only Role		
۲	8	0	STANDARD_USER	Classic USPS Standard Role		

Roles are defined by the district to represent the basic functions, responsibilities, or tasks of users in the district. Each role is granted one or more "Permissions", each of which allows a specific functionality within the software. For example, there are separate permissions which allow create, update, delete, and/or view access to each main interface in the system. Each user is then assigned one or more roles, thus granting them the permissions related to those roles.

Roles are defined by the entity. Below are a few examples:

TREASURER SUPERINTENDENT SECRETARY ASSISTANT\_TREASURER ACCOUNTS\_PAYABLE ACCOUNTS\_RECEIVABLE SECRETARY

TECH\_COORDINATOR

TEACHER

#### **Permissions**

Permissions allow a user to perform certain functions within the software. Permissions are set up in a hierarchy. Granting access to the top level grants all the access below it. For example, employee's granted the PERSONNEL\_USER ROLE have the ability to access 'personnel' related modules and some reports. Can create, delete, update and view:

√ Save	Ø Cancel		
d	PERSONNEL_L		
Description	Classic PPS Sta		
	Available		Granted
	ADMIN_AUDITEVENTS ADMIN_AUDITEVENTS_REPORT	<	USPS_PERSONNEL_EMPLOYEE USPS_PERSONNEL_EMPLOYEE_CREATE USPS_PERSONNEL_EMPLOYEE_DELETE
	ADMIN_CONSOLE ADMIN_EVENTS ADMIN_IMPERSONATE		USPS_PERSONNEL_EMPLOYEE_REPORT USPS_PERSONNEL_EMPLOYEE_UPDATE
	ADMIN_JOBS ADMIN_MASSCHANGE		USPS_PERSONNEL_POSITION USPS_PERSONNEL_POSITION_ USPS_PERSONNEL_POSITION_CREATE
	ADMIN_MASSCHANGE_CREATE ADMIN_MASSCHANGE_DELETE		USPS_PERSONNEL_POSITION_DELETE USPS_PERSONNEL_POSITION_REPORT
	ADMIN_MASSCHANGE_EXECUTE ADMIN_REPORTS ADMIN_RIGHT		USPS_PERSONNEL_POSITION_UPDATE USPS_PERSONNEL_POSITION_VIEW USPS_STANDARD_ABSENCE
	ADMIN_RIGHT_CREATE		USPS_STANDARD_ABSENCE_CREATE USPS_STANDARD_ABSENCE_DELETE
	MODULE_ADMIN MODULE_ADMIN VIEW		USPS_STANDARD_ABSENCE_UPDATE USPS_STANDARD_ABSENCE_VIEW USPS_STANDARD_ATTENDANCE
	MODULE_AUDIT_ MODULE_AUDIT_CREATE		USPS_STANDARD_ATTENDANCE_CREATE USPS_STANDARD_ATTENDANCE_DELETE
	MODULE_AUDIT_DELETE MODULE_AUDIT_REPORT MODULE_AUDIT_UPDATE		USPS_STANDARD_ATTENDANCE_REPORT USPS_STANDARD_ATTENDANCE_UPDATE USPS_STANDARD_ATTENDANCE_VIEW
	MODULE_AUDIT_VIEW MODULE_CONFIGURATIONSTORE		USPS_STANDARD_LEAVES_VIEW USPS_STANDARD_LEAVETRANSACTION
	MODULE_CONFIGURATIONSTORE_REPORT MODULE_CUSTOMFIELD		USPS_STANDARD_LEAVETRANSACTION_CREATE USPS_STANDARD_LEAVETRANSACTION_DELETE
	MODULE_CUSTOMFIELD_CREATE MODULE_CUSTOMFIELD_DELETE MODULE_CUSTOMFIELD_DEPORT		USPS_STANDARD_LEAVETRANSACTION_REPORT USPS_STANDARD_LEAVETRANSACTION_UPDATE

In order to utilize the payroll software, your ITC must provide you with the necessary privileges to run the programs. You may have certain employees in your district who need to utilize the contract information and other employees that are only involved with reporting EMIS data on staff members, and should not be allowed to see contract information. USPS provides security mechanisms to allow your ITC to grant what is called an "identifier" to each user. In this system, the user can be granted a "USPS" identifier and/or a "Personnel" identifier. The "USPS" identifier allows the person access to all fields in the system pertaining to the contract information. The "Personnel" identifier would be granted to the person who should only see the fields which need to be maintained for reporting information for EMIS, which would exclude information pertaining to the contracts and other specific payroll data. An employee can also be granted identifiers to access both types of data, which is typical for the Treasurer in the district.

# **Create a Role**

1. From the Admin menu select 'Role'



- 2. Click on
- 3. Enter in an Id and description

Description			
Description			
	Available	Granted	
	ADMIN	<u> </u>	
	ADMIN_AUDITEVENTS	<	
	ADMIN_AUDITEVENTS_REPORT		
	ADMIN_CONSOLE		
	ADMIN_EVENTS		
	ADMIN_IMPERSONATE		
	ADMIN_JOBS		
	ADMIN_MASSCHANGE OPEATE		
	ADMIN_MASSCHANGE_CREATE		
	ADMIN_MASSCHANGE_DELETE		
	ADMIN_MASSCHANGE_EXECUTE		
	ADMIN_RIGHT_CREATE		
	LOGIN		
	MODULE		
	MODULE ADMIN		
	MODULE ADMIN VIEW		
	MODULE AUDIT		
	MODULE AUDIT CREATE		
	MODULE_AUDIT_DELETE		
	MODULE_AUDIT_REPORT		
	MODULE_AUDIT_UPDATE		
	MODULE_AUDIT_VIEW		
	MODULE_CONFIGURATIONSTORE		
	MODULE_CONFIGURATIONSTORE_REPORT		
	MODULE_CUSTOMFIELD		
	MODULE_CUSTOMFIELD_CREATE		
	MODULE_CUSTOMFIELD_DELETE		
	MODILLE CLISTOMELELD DEDODT	*	

To select more than one permission in consecutive order highlight the first permission, hold the shift key and highlight the last permission

#### 2. Click the arrow to the right to assign a permission and click the arrow to the left to unassign a permission

Ø Cancel

5. Click on Save

to create the Role. click on

to not create the Role and return to the Role grid

#### Search for a Role

The Role grid allows the user to search for existing account filters by clicking in the filter row in the grid columns and entering in the desired information. Click on any row of the search results to see a summary view of the record. The Advanced Search can be utilized by clicking on the

in the upper right side of the grid.

### Edit a Role

Q

Click on the *solution* in the grid beside the Role to edit it. Only fields that are allowed to be edited will be displayed. Any user that is granted the Role that is being updated will automatically assume the updates done to that Role once the changes are saved.

### **Delete a Role**

Click on List in the grid beside the desired Role . A confirmation box will appear asking to confirm that the Role should be deleted.

Roles may only be deleted if the role is not assigned to any user record

### Rules

- Rule
- Highlight Viewer
- Create
- Activate
- Search
- Edit
- Disable Rule
- Enable Rule
- Delete
- More Information

#### Rule

A "Rules Engine" allows various types of business rules to be written in a text format and easily applied to the system "on the fly" – without even logging out or shutting it down. USPS-R comes with its own set of required business rules, as well as a number of optional business rules that the district may enable or disable as they desire. Customized rules can also be written for each district, either by district personnel with the appropriate access to do so, or with help from their ITC or the SSDT. A few examples of using customized business rules are custom validations, sending email or Twitter notifications, or even updating fields based on certain criteria. These can also be used in conjunction with Custom Fields.

Bundled means it came with USPS-R, mandatory means it can not be disabled.

+ C	reate	O Ac	tivate	Q m	i More 🛛 🕽 Reset
			Name	Description	Enabled
۲	3	0	org.ssdt_ohio.authnz.authnz-default-password	Default Password Rules	true
۲	B	0	org.ssdt_ohio.authnz.authnz-stream-rules	Default Authenication Stream Rules	true
۲		0	org.ssdt_ohio.modules.customfield.CustomFields		true
۲		0	org.ssdt_ohio.modules.rules.startup-events	Rules engine startup	true
۲	8	0	org.ssdt_ohio.modules.rules.stream.startup-stream	Rules engine stream startup	true
۲	ß	0	org.ssdt_ohio.usps.model.employee.SaveEmployee		true
۲		0	org.ssdt_ohio.usps.model.expenditureaccount.AccountMappingExample		true
۲		0	org.ssdt_ohio.usps.model.newcontract.NewContractCalculate		true
۲		0	org.ssdt_ohio.usps.model.payroll.PayrollCalculate		true
۲		0	org.ssdt_ohio.usps.model.payroll.PayrollPositionValidate		true
۲		0	org.ssdt_ohio.usps.model.payroll.PayrollUnpost		true

# **Highlight Viewer**

To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:

					×
+ CI	eate	O Ac	tivate	Q More O Reset	
			Name	Description	Name
					org.ssdt_ohio.authnz.authnz-default-password
۲	Ø	0	org.ssdt_ohio.authnz.authnz-default-password	Default Password Rules	Description
۲	I	0	org.ssdt_ohio.authnz.authnz-stream-rules	Authentication: Default Breakin Detection and I	Default Password Rules
۲	Z	0	org.ssdt_ohio.modules.customfield.CustomFields		Rundlad Mandatory
۲	I	0	org.ssdt_ohio.modules.rules.startup-events	Rules engine startup	Buildied     Omanualory
۲	Z	0	org.ssdt_ohio.modules.rules.stream.startup-stream	Rules engine stream startup	Event Stream
۲	8	0	org.ssdt_ohio.usps.model.employee.SaveEmployee		Status
۲	2	0	org.ssdt_ohio.usps.model.modeltransaction.ModelTransaction		
۲	8	0	org.ssdt_ohio.usps.model.newcontract.NewContractCalculate		Senabled
۲	Z	0	org.ssdt_ohio.usps.model.payroll.PayrollCalculate		Rule Text
۲	8	0	org.ssdt_ohio.usps.model.payroll.PayrollPositionValidate		Text
۲	Z	0	org.ssdt_ohio.usps.model.payroll.PayrollUnpost		//ssdt: mandatory=false, enabled=true, description=Default Password Rules
۲	2	0	org.ssdt_ohio.usps.model.user.RoleChange		package org.ssdt_ohio.authnz;
					import function org.ssdt_ohio.modules.rules.RulesHelper.* import function org.sapache.commons.lang3.CharSetUlls.containsAny import org.ssdt_ohio.model.events.UserPasswordChangeEvent import org.ssdt_ohio.authnz.AuthenticationConfiguration rule "initialize configuration" when UserPasswordChangeEvent() not AuthenticationConfiguration() then insert(config(AuthenticationConfiguration.class)) end rule "minimum password size" when AuthenticationConfiguration( Smin : minimumLength) UserPasswordChangeEvent(newPassword.length() < Smin ) then error(kcontext,"password must be at least " + Smin + " characters")

# Create

1. From the Admin menu select 'Rules'



Click on
 Enter in required rule information:

Description		
Bundled	Mandatory	
Event Stream		
Status		
Enabled		
Rule Text		
Text		
		^
		$\sim$
neck the enabled box if the user v	vants it to be in affect the next time the rulese	ts are activated

Rules do not take affect as soon as they are saved. In order to make a new or changed rule take affect, the user would click on . This will reload all of the enabled rulesets and they will become effective immediately.

Activate

#### Search

The Rules grid allows the user to search for existing Rules on the system by clicking in the filter row in the grid columns and entering in the desired information. Click on any row of the search results to see a summary view of the record. The Advanced Search can be utilized by clicking



in the upper right side of the grid.

# Edit

The options listed will depend if the rule is bundled and/or mandatory. If the rule is bundled and mandatory a user will only be able to view it. If the rule is bundled and not mandatory the user will be able to view or disable it. If the rule is not bundled then the user will be able to edit, delete or disable it.

Click on the \_\_\_\_\_ in the grid beside the Rule to edit the record.

# **Disable Rule**

A rule may be disabled if it is not mandatory.

- 1. From the Admin menu select 'Rules'
- Search for desired Rule



# **Enable Rule**

A disabled rule may be enabled at any time.

From the Admin menu select 'Rules'
 Search for desired Rule
 Click on 
 Status
 Check the 
 Enabled
 Click on 
 Activate in order for the change to go into affect

### **Delete**

Click on the in the grid beside the desired rule. A confirmation box will appear and you will be asked to confirm that you really do want to delete this rule. A rule may be deleted if it is not bundled.

# **More Information**

Customized rules can also be written for each district, either by district personnel with the appropriate access to do so, or with help from their ITC or the SSDT. A few examples of using customized business rules are custom validations, sending email or Twitter notifications, or even updating fields based on certain criteria. These can also be used in conjunction with Custom Fields

# User

- User
  Highlight \
- Highlight ViewerCreate a User
- Create a Use
   Search
- SearchEdit
- Change User Password
- Delete

#### User

A "user" is a person that the software is designed for and is using it. The username entered when creating the user is the username they will use to log into USPS-R.

Users are assigned one or more Roles. The roles assigned to the user thus determine the access that user will have in the system.

•	+ Create @ Mass Change						Q	🎟 More 🛛 🕽 Reset 🗎				
					Username	Name	Title	Email Address	Account Expiration	Password Expiration	Enabled	Locked
4	2.	۲	Ø	0	admin	System Administration				02/06/2017	true	false

# **Highlight Viewer**

To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:

									)		×
+ Cr	eate						Q	⊞N	lore D Reset		
				Username	Name	Title	Email Address		Account Expiration	Username	admin
		_	_							Name	System Administration
<i>a</i> ,	۲	ľ	0	admin	System Administration					Title	
a,	۲	Ø	Θ	calmes	Matthew Calmes					THIC	
a,	۲	Ø	ø	hoiles	Hoiles, Andy					Email	
a,	۲	Z	o	testpro	Test OECN_PPS_RO account					Assigned Roles	GROUP MANAG A ADMINISTRATOR A
a.	۲	Ø	0	testu	Test OECN_USPS account						LEGACY-ATTENE <
٩.	۲	2	Θ	testuro	Test OECN_USPS_RO account						LEGACY-DATES-
										Account Expiration Password Expiration Last Login	Controls

### **Create a User**

1. From the Admin menu select 'User'

2. Click on + Create

3. Enter in required user information

🗸 Save 🛛 🖉 Ca	ncel	
Username !		
Name		
Title		
Assigned Roles	ADMINISTRATOI PPS PPS_RO SYSMAN_USER USPS_ATTEND USPS_DATES	
Email		
	Controls	
Account Expiration	<b>##</b>	
Password Expiration	mile ✓ Enabled	
	Locked	
	Status	
Last Login	<b>##</b>	
	C Account Expired	
	Password Expired	

4. Select a Filter from the drop down

- 5. Grant the User one or more roles
  - 1. highlight desired roles

To select more than one role at a time hold the control key and click on each one.

To select more than one role in consecutive order highlight the first role, hold the shift key and highlight the list permission.



#### Search

The User grid allows the user to search for existing account filters by clicking in the filter row in the grid columns and entering in the desired information. Click on any row of the search results to see a summary view of the record. The Advanced Search can be utilized by clicking on the

in the upper right side of the grid.

#### Edit

Click on

Z

Q

in the grid beside the user to edit the record. Only fields that are allowed to be edited will be displayed.

# **Change User Password**

A user's password may be changed for them or if the user knows their password, they may also change it themselves by clicking on the Change Password link on the login page.

- 1. From the Admin menu select 'User'
- 2. Search for desired user
- a,
- 3. Click on
- 4. Enter in the new password and verify it

	Change Password +	×
	Save Ø Cancel	
	New Password	
	Verify Password	
1.		
5. Click on	Save to make the change, click to Cancel to not change the	ne password.

#### **Delete**

Click on \_\_\_\_\_ in the grid beside the desired user. A confirmation box will appear asking to confirm that the user should be deleted.

# Reports

The Report module allows the user to generate a report from either a listing of predefined reports or create a custom report using the "detail" option.

# **ACH Submission**

- ACH Submission Report Options
- ACH Submission Video

# **ACH Submission Report Options**

It creates a file which is sent to the bank by some magnetic means. This file includes the employee name, transit routing numbers for the financial institution, account numbers, and pay amounts for all the direct deposit employees. Also, creates an ACH submission file for Health Savings Account withholdings. Separate ACH file created for each HSA deduction processed, HSAACHXXX.SEQ. The 'XXX' represents the deduction code.

	ptions					
Pay Date:	<b># 4/3</b>	0/04				
ACH Source:				~		
Include Employee SSN:	Emplo	yee SSN will be included	~			
Sort By:	Emplo	yee Name 🗸 🗸				
Report Format	PDF (					
Report Format.		winoad)				
	📥 Ge	nerate Report				
	📥 Ge	nerate Submission File				
Historic al Payrolls		Status	Pay Date 👻	Pay Plan	Pay Cycle	≡
		Posted	04/30/2004	Biweekly	Secondpayoftwopaymonth	
		Posted	04/15/2004	Biweekly	Firstpay	
		Posted	04/10/2004		Firstpay	
		Posted	04/25/2003	Biweekly	Secondpayoftwopaymonth	
		Posted	02/21/2003	Biweekly	Secondpayoftwopaymonth	
		Posted	03/31/2002	Biweekly	Secondpayoftwopaymonth	
		Posted	03/15/2002	Biweekly	Firstpay	
		Posted	10/26/2001	Biweekly	Secondpayoftwopaymonth	
		Posted	10/12/2001	Biweekly	Firstpay	
		Posted	09/28/2001	Biweekly	Secondpayoftwopaymonth	
		Posted	09/14/2001	Biweekly	Firstpay	

Pay Date: Select a pay date from the calendar ACH Source: Select the appropriate ACH Source from the drop-down box Include Employee SSN: Default is Employee SSN will be include Drop-down options include:

- Employee SSN will be included
- Employee SSN will not be included
- Replace employee SSN with employee ID

**Sort By:** In the drop-down box you can select to sort by Employee Name or Employee Number **Report Format:** Default is PDF or you can open the drop-down box and choose another output option **Historical Payrolls:** Select, by placing a check mark in the box, of one or many payrolls from which to include

After you have selected your options, you can run the report by selecting

Once you have reviewed the report, you can

🛓 Generate Submission File

🛓 Generate Report

# **ACH Submission Video**

# **Afford Report**

- Afford Report Options
- Afford Report
- Afford CSV
- AFFORD Report Video

#### **Afford Report Options**

The AFFORD Report will assist in determining if an employee will exceed 30 hours per week or 130 hours per month and therefore, be classified as full-time under the Affordable Care Act (ACA). The report will be available in .pdf format.

Afford Report Options				
Report Title: *	AFFORD Report			
Sort By: *	Employee Number	~		
eginning Date: *	10/30/16			
nding Date: *	11/12/16			
	Exclude based on termination date?			
	Exclude employees with insurance?			
alculate based on number of weeks or months?*	Weeks	~		
alendar for calculating breaks:	09N	~		
elect Pay Groups:	Available			Selected
			<	ADMINISTRATORS (1) DO NOT DELETE, TESTING PAYGRP (10) CERT. EMPLOYEES (2) 9 MO. NON-CERT (3) 10 MO. NON-CERT (4) 12 MO. NON-CERT. (5) NON-UN NON-CERT. (6) CERTIFIED SUBS (7) NON-CERT SUBS (8) SUPPLEMENTAL (9)
elect Employees:	Available			Selected
	TEMPLATE, IMPORT (11111111) PUBLIC, JOHN Q (11111112) TAYLOR, ELIZABETH S (232323232) DEFAULT, DEFAULT (28888888) Oliver, Joshua (333003333) BULLOCK, SANDRA S (333333333) KRAMER, KOSMO K (444444444) benefit_test, create (4848484844) TEMPLATE, IMPORT (484848888) CONNERY, SEAN S (55555554)		> <	

The report file created is called Retire Hours For Affordable Care Act Report.pdf

- Report Title: The default is "AFFORD Report", but can be modified
- Sort By: Employee Number or Employee Name
- Beginning Date: This is the beginning date of your measurement period.
  - For the WEEKLY option, the beginning date should always be the first period beginning date from the first payroll you want included. Select a date from the calendar or enter the payroll beginning date for the start of the measurement period in MM/DD/YYYY format.

 For the MONTHLY option, you should enter the first days of the month for the first payroll you want included in the measurement period. Select a date from the calendar or enter the first day of the month for the start of the measurement period in MM/DD/YYYY format.

For Semi-Monthly districts that don't use the 15th and last day of the month as your pay dates, you will want to use the Beginning Period Date of your first payroll of the month.

- Ending Date: This is the ending date of your measurement period.
  - For the WEEKLY option, the ending date should always be the last period ending date from the last payroll you want included in the measurement period. Select a date from the calendar or enter the payroll ending date for the end of the measurement period in MM/DD/YYYY format.
  - For the MONTHLY option, the ending date should be the last day of the month for the last payroll you want included in the measurement period. Select a date from the calendar or enter the last day of the month in MM/DD/YYYY format.

For Semi-Monthly districts that don't use the 15th and last day of the month as your pay dates, you will want to use the Ending Period Date of your last payroll of the month.

- Exclude based on termination date? If this box is checked and an employee's termination date is prior to the ending date entered, the employee will not be included on the report. This will allow the district to optionally exclude terminated employees from being reported since they would not be eligible for coverage per ACA rules.
  - Exclude employees whose termination date is prior to the ending date
  - = Include ALL employees (even if terminated) if they meet all other specifications
- Exclude employees with insurance? If this box is checked and an employee currently has an active health insurance deduction set up, the employee will not be included on the report. It will use the Payroll Item Configuration Menu "Employer Health Coverage" with a value of "true" to determine which payroll item types to consider as health insurance. A payroll item will be considered active if the start date of the payroll item is before the ending date entered and the stop date on the poll item is after the ending date entered. A payroll item is also considered active when no starting or ending date is present on the payroll item.
  - Exclude employees who have Employer Sponsored Insurance
  - Include ALL employees (with or without Employer Sponsored Insurance)
- Calculate based on number of weeks or months? This drop-down box allows for Weeks (based on 30 hours per week) or Months (based on 130 hours per month)
  - Weekly = All calculations will be based on a per WEEK calculation
    - This option is required when 26 pays (bi-weekly) is used for payroll processing
    - Monthly = All calculations will be based on a per MONTH calculation
      - This option should only be used when 24 pays (semi-monthly) is used for payroll processing because a semi-monthly
        payroll would include the first day of the month and last day of the month respectively. The monthly option will NOT
        provide accurate amounts when ran for a district with 26 pays since a single pay period may stretch across multiple
        months.
- Calendar for calculating breaks: This drop-down box provides a list of all calendar types available.
  - Per the ACA, any break of 4 or more weeks cannot be included in the counts used to determine if an employee has averaged 30 or more hours per week (or 130 hours per month) in a given measurement period.
  - If you enter a calendar type, it will use it to determine if there is a break stretching more than 27 days and will exclude these days
    from the calculated average. Any combination of 28 consecutive days with a blank, C (calamity), or H (holiday) on the calendar
    will be excluded in the calculations.
  - In theory, you could create and use one or more calendars to be used specifically for this report.

•	Select Pay Groups: Highlight to select those pay groups that you wish to report on from the Available box and move it over	>	to
	the Selected box. You can choose none or any number of pay groups to report on. To remove from the selected box use move it back to the available box.	<	to
•	Select Employees: Highlight to select those employees that you wish to report on from the Available box and move it over	>	to the

Selected box. You can choose none or any number of employees to report on. To remove from the selected box use to move it back to the available box.

After you have all the selections entered, you will want to

📥 Generate Report



#### **Afford Report**

date.

The Afford Report is a detail report that is reported at the employee level to help the user in determining if the employees average hours are >= 30 hours per week or >= 130 hours per month. If the employee averages 30 or more hours per week or 130 hours or more per month, a double asterisk (\*\*) will print next to the Total hours per week or month for the employee. In addition, the report will provide a Total Number of Employees Exceeding 30 hours per week or 130 hours per month count at the bottom of the report.

The hours per WEEK calculation is: Total Hrs / (Total days / 7).

The Total Hrs is the total retirement hours from Payroll Payments + the adjustment retirement hours taken from Adjustments for SERS/STRS hours.

The Total days are determined by taking the beginning date used for AFFORD or the calendar start date from Positions (it uses the date from whichever position is most recent). It then subtracts the ending date used for AFFORD or the employees termination date (if checked to use the termination date as a criteria) and uses whichever is LEAST recent). If there are any breaks of 28 or more consecutive days from the BREAK calendar, those days are also subtracted from the total days. It divides the total days by 7 (it includes weekend days and there are 7 days in a week).

The hours per MONTH calculation is: Total Hrs / (Total days / number of months between beginning and ending date). The Total Hrs is the total retirement hours from Payroll Payments + the adjustment retirement hours taken from Adjustments for SERS/STRS

hours. The Total days are determined by taking the beginning date used for AFFORD or the calendar start date from Positions (it uses the date from whichever position is most recent). It then subtracts the ending date used for AFFORD or the employees termination date (if checked to use the termination date as a criteria) and uses whichever is LEAST recent). If there are any breaks of 28 or more consecutive days from the BREAK calendar, those days are also subtracted from the total days. It divides the total days by the number of months between the beginning and ending

			Retire I	Hours For Af	fordable	Care	11/15/16 11:12 AM Act Report
	Cal	L Re Exclude based o Exclude employ culate based on number o Calendar for	UNIT CITY port Generated By: ac Sorted By: Er Beginning Date: 10 Ending Date: 11 on termination date: fa ees with insurance: fa of weeks or months: W calculating breaks: 05 Pay Groups: \$5	SCHOOLS dmin mployee Number 0/30/2016 1/12/2016 Ise Ise Ise eeks 9N 5, 1, 10, 2, 3, 4, 5, 6, 7, 8, 9			
Employee #: 888888889	Name:	BROCKOVICH, ERIN H.	Start Date:	10/30/2016	Stop Date:	11/12/2016	
Job #		Pay Group	Pay Date	Check #	Retire Hou	155	Retire Adjust
Total Retire Hours: Total Adjustments: Total Hours Per Week:	7	0.00 75.00 5.00/(14/7) = 37.50 **					
Employee #: 888888989	Name:	CHILDS, JULIA M.	Start Date:	10/30/2016	Stop Date:	11/12/2016	
Job ≠ 1 Total Retire Hours: Total Adjustments: Total Hours Per Week:		22y Group 3 8.00 40.00 48.00/(14/7) = 24.00	11/01/2016 11/11/2016 11/11/2016	<b>Check #</b>	Retire Hou	8.00	<b>Ective Adjust</b> 40.00
			Report Su	mmary			
TOTAL NUMBER OF EMPLOY TOTAL NUMBER OF EMPLOY ** NEXT TO TOTAL HOURS PH	EES ON RI EES WITH ER WEEKS	EPORT: HOURS/WEEK >= 30: INDICATES EMPLOYEE WIT	H HOURS PER WEEK >=	2 1 30			

# Afford CSV

-		А	В	С	D	E	F	G	Н	1	J	К	L	м	N	0	Р
	1 E	MPLOYEE_ID	TRUE_SSN	LAST	FIRST	MI	START_DT	STOP_DT	TOTAL_HOURS	TOTAL_DAYS	NUM_WKS_OR_MTHS	HRS_PER_WK_OR_MTH	MORE_30_HR_FLAG	FEIN	TAX_GROSS	TOT_GROSS	CALC_HR_RAT
	2	888888989	888888989	CHILDS	JULIA	M	20161030	20161112	8	14	2	4	N	34999998	1515.38	1515.38	189.4
	3	88888889	88888889	BROCKOVICH	ERIN	н	20161030	20161112	0	14	2	0	N	34999998	744.21	828.8	

# **AFFORD Report Video**

# **Custom Report Creator**

# **Detail Report**

The detail reports option allows for dynamic reporting of all data objects in USPS-R. It allows the user to filter the data using basic or advanced query criteria, determine which columns to include on your report and the order of the columns, and do control breaks with totals. You can output to a variety of formats including text, pdf, excel, and csv format, along with other lesser known formats, and select page size and orientation. The report criteria can be saved under a given name on the Configure Filters option by selecting 'Save Query'. A list of saved reports is available under the 'Restore' option. All report criteria will be restored as defaults and can then be overridden as needed before generating the report. The

detail report options will allow the user to jump ahead to any screen (or back to a prior screen) so long as required information has already been selected (i.e., the object and properties have been selected).

Detail Report							
Select Object	Ŧ	Restore	Import Report	Save As	Save Report	Report Manager	
The 'Report Mana	ager' option gives	you a listing of all	I report definitions	s saved from th	he detail report vi	ew:	
Report Manager			-				
Import Report Create Form							C more
	Favorite Created by	Report Name	*2 Description	Tags	Report Object	Report Properties	Report Query
* • 6 • •	admin	Hire Date	Employee Report		Employee	name.firstName, name.lastNa	hireDate.gt '01/01/1995'
± • 6 0 d	SSDT	SSDT Audit Trail	RevisionEntity Report		RevisionEntity	timestamp, username, revision	timestamp.between para
The op The op downloaded file	otion will allow use tion is a download . The recipient co	ers to load the pro d button. Users ca buld then Import th	perties into the de an download and ne File (from Deta	etail report viev share their rep il Report view)	w port definitions wi and save it to the	th anyone by sendi eir reports:	ng them the
The op The op downloaded file	otion will allow use tion is a download . The recipient co	ers to load the pro d button. Users ca buld then Import th	perties into the de an download and ne File (from Deta	etail report view share their rep il Report view)	w port definitions wi and save it to the	th anyone by sendi eir reports:	ng them the
The op The op downloaded file	tion will allow use tion is a download . The recipient co l View Help	ers to load the pro d button. Users ca buld then Import th	perties into the de an download and he File (from Deta	etail report view share their rep il Report view)	w oort definitions wi and save it to the	th anyone by sendi eir reports:	ng them the
The op The op downloaded file HireDate - Notepac File Edit Format {"reportspecifit Last Name", "typ yName":"Address "ascending":tr der ":0, "control	tion will allow use tion is a download . The recipient co	ers to load the pro d button. Users ca build then Import th ion": "Employee Rep ng", "propertyName" state", "sortOrder" rty": false, "format ressed": false, "page	operties into the de an download and he File (from Deta ort", "\$parameters" :"lastName", "prope 0, "controlBreak" :":"CALENDAR", "widt eBreak":false, "asc	etail report view share their rep il Report view) :{"pagesize":"L rtyPath ":"name" false, "suppress h":10, "datasour ending ":true, "b	W cort definitions wi and save it to the "ETTER", "pageorient ,"entityName": "Nam ed":false," pageBre ecePath": ""}],"cfre cePath": ""}],"cfre caseClassProperty":	th anyone by sendi eir reports: .ation":"PORTRAIT"," ne" "name":"name.las .eak":false,"ascendin portableproperty":[ .false,"width":0,"da	ng them the outputFormat": tName", "sortor g":true, "basec (propertyName taSourcePath":
The op The op downloaded file File Edit Format {"reportspecifi Last Name": "typ yName": "Address ,"ascending": tr der ":0, "control	tion will allow use tion is a download . The recipient co	ers to load the pro d button. Users ca build then Import th "ion": "Employee Repo ng", "propertyName" state", "sortOrder" "rty":false, "format" ressed":false, "page ete the 'Saved Re	operties into the de an download and he File (from Deta "lastName", "prope :0, "controlBreak" : "; "CALENDAR", "widt ebreak":false, "asc	etail report view share their rep il Report view) :{"pageSize":"L rtyPath":"name" false, "suppress h":10,"datasour ending":true,"b	W oort definitions wi and save it to the save it to the "ETTER", "pageorient ,"entityName": "Nan ed":false," pageBre cePath": ""}], "cfre vaseClassProperty":	th anyone by sendi eir reports: ation": "PORTRAIT", " ee", "name": "name.las ak":false, "ascendin sportableproperty":[ false, "width":0, "da	ng them the outputFormat": tName", "sortor g":true, "basec {"propertyName taSour cePath":
The op The op downloaded file File Edit Format {"reportspecifi Large respective according":tr der":0, "control	otion will allow use tion is a download . The recipient co	ers to load the pro d button. Users ca build then Import th ion": "Employee Repr "g", "propertyName" state", "sortOrder" rty": false, "format ressed": false, "page	operties into the de an download and he File (from Deta ort", "\$parameters" "1astName", "prope io, "controlBreak" ":"CALENDAR", "widt eBreak":false, "asc	etail report view share their rep il Report view) :{"pagesize":"L "tyPath":"name" false,"suppress ":10,"datasour ending":true,"b	w port definitions wi ) and save it to the .ETTER", "pageorient ","entityName": "Nam ed":false, "pageBre cePath": "}], cfre vaseClassProperty";	th anyone by sendi eir reports: :ation": "PORTRAIT", " ne", "name": "name.las :ak":false, "ascendin :false, "width":0, "da	ng them the outputFormat": tName", "sortor g":true, "baseC "propertyName taSourcePath":

#### **Select Properties**

Select the properties to be included on the report by double-clicking the properties from left or Drag and Drop them into the box. Reportabl e properties are available for nearly all possible related data types. The properties within those related data types are expandable by

clicking on the . Once the user has select

. Once the user has selected the desired properties, they can sort the columns as they wish to appear on the report.

tail Report											
Select Object		Restore				Sav	e As				
Employee	•			~	Import Report				Save Re	port	Report Manager
Properties:	Select Properties	Configure Filtere	Generate	Penort							
Accred District Experience	Jisplay Name	Comgaro Finoro	Suppressed	Sort Priority	Sort Order	Suppress Repeating	Control Break	Page Break	Function	Remove	
Address     Authorized Experience	isplay hance		ouppressed	Contributy	Contorider	ouppiess repeating	, control car	r age break	T diffeoint		
Birth Date											
Building Experience											
Credential ID											
Degree Type											
Deleted			_								
District Experience	Double-click pr	operties from lef	t or Drag and	Drop them he	ere.						
Eligible For Retirement											
Email Direct Deposit											
Emis Id											
Gender											
Handicap Status											
Hire Date											
Home Phone Unlisted											
ld											
Last Evaluation											
Last Paid											
Long Term Illness											
Marital Status											
Military Experience											
<ul> <li>Name</li> </ul>											
New Hire Reported ODJFS											
Next Evaluation											
Non - Ohio Private Experience											
Non - Ohio Public Experience											
Number Odifa Hira Data											
Odifs Reportable											
Ohio Private Experience											
Ohio Public Experience											
Other Credentials											
Other Email											

#### **Sorting Properties**

Properties that are selected are displayed in a column on the right hand side as they were chosen. If desired, included properties may be re-ordered using the drag and drop method or as well as the priority of the sort by selecting a number from the 'Sort Priority'

drop down box t Order' option.

. Properties selected can be sorted in Ascending or Descending (lowest to highest) order by using the 'Sor

elect Object		Restore					Save A	s				
Employee	•	Hire Date			~	Import Report	Hire [	Date		Save Repo	rt	Report Manage
Properties:	Select Properties	Configure Filters	Generate R	eport								
Address	Display Name	S	uppressed	Sort P	riority	Sort Order	Suppress Repeating	Control Break	Page Break	Function	Remove	
Authorized Experience Birth Date	First Name			0	۲	ASCENDING V	0		0		×	
Building Experience Check Distribution	Last Name			1	•	ASCENDING V	0		0		×	
Credential ID Degree Type	Middle Name			0	•	ASCENDING V					×	
Deleted District Experience	Street 1			0	•	ASCENDING V					×	
E CE Qualification Eligible For Retirement	City			0	•	ASCENDING V					×	
Email Direct Deposit Emis Id	State			0	•	ASCENDING V	0				×	
Employee Photo Gender	Postal Code		0	0	•	ASCENDING V			0		×	
Handicap Status Hire Date	Birth Date			0	•	ASCENDING V					×	
Home Phone Home Phone Unlisted	Empil Direct Don	uncit.	0	U	-							
ld Last Evaluation	Email Direct Dep	osit		0	•	ASCENDING V					•	
Last Paid Legal Name Long Term Illness Martal Status Multingual Name New Hire Reported ODJFS Non - Ohio Provide Experience Non - Ohio Public Experience Non - Ohio Public Experience Non - Ohio Public Experience Odjfs Reportable Odjfs Reportable Ohio Private Experience Ohio Public Experience Ohio Public Experience Ohio Public Experience Ohio Public Experience Obio Public Experience Obio Public Experience Obio Public Experience Obio Public Experience Obio Public Experience												

#### **Customize Properties**

For each property, the user may customize the following:

- Suppressed: the property will not appear on the report. This is useful if the user selects a property for control break purposes but does not want it to appear on each detail line of the report.
- Sort Order: sort the property in ascending (lowest to highest) order
- Suppress Repeating: If the same value appears on consecutive detail lines, suppress the repeating value. Example: This may be useful if the user were creating a listing of employee checks. They may want the employee number and name to print on the first line, but not print again until the employee changes.
- Control Break: if the property changes, it will bold the change. For example if you run a budget report and sort/control break on the fund every time there is a new fund it will bold the fund number.
- Page Break: advance to the next page when the property value changes
- Function: available on a numeric property which will allow the user to get subtotals, average, min or max.
- Remove: to delete a property field

If the user wants to 'Control Break' by a particular property it must be included in the 'Sort Priority' column.

#### **Configure Filters**

Allows the user to include or exclude specific properties within the object to be included on the report by double-clicking the properties from left or Drag and Drop them into the box. For example when selecting 'Hire Date', the user only wants to see the employee's Hired after 01/01/1995, they can use the 'Filter Value' to include only employees Greater\_Than 01/01/1995. Please refer to the Query chapter for more information on how to query.

- The **'Save Query'** option is used to save the query generated.
- · The 'Load Saved Query' are prior saved queries for that Property.

Detail Report								
Select Object		Restore				Save As		
Employee	¥	Hire Date	~	Import Report		Hire Date	Save Report	Report Manager
[ <b>-</b> ]								
Properties:	Select Properties	Configure Filters Generate Re	eport					
Address	Display Name			Operation		Filter Value		Remove
Authorized Experience Birth Date	Hire Date			Greater _ Than	•	01/01/1995		×
Builaing Experience Check Distribution Credential ID Degree Type Deleted District Experience E CE Qualification Eligible For Retirement Emis Id Emis Id Emis Id Emis Id Emis Id Emis Id Emis Id Home Phone Home Phone Home Phone Home Phone Home Phone Id Last Evaluation Last Paid Legal Name Long Tem Illness Marital Status Military Experience Multilingual Name New Hire Reported ODJFS New Hire Reported ODJFS Number Odfs Reportable Otho Private Experience Otho Public Experience Otho Public Experience Otho Public Experience Otho Public Experience Otho Public Experience Othor Credentials Other Email	Load Saved Query	Enter Query Name	Save C	xuery				

#### Display Name is the properties selected

Operation is a process or validation to determine a particular presence or quantity:

- · Equals- equal
- · One of list of possible values; must be separated by commas
- Not equals-not equal

- Like begins with
  - Contains consists of
    - Positions example: "positionDescription.contains sub" will search for Positions with the word "sub" anywhere in the Position Description field.
- Between range; values must be separated by commas
  - Payments/Payroll:"paymentTransactions.payment.number.between 10247,10273" will search for Payroll numbers between 10247 and 10273
- is Null() blank
- Not Null() not blank
- Greater than- greater than
- Greater or equal greater than or equal to
- Less than- less than
- Less or equal- less than or equal to
- Not one of exclude list of possible values; must be separated by commas
- sort to place in order; always places in ascending order only
  - attendance example: "activityDate.sort" will sort attendance by activity date
- Type-See Property Fields below

Filter Value - is a value entered by the user based on what they are searching for and the property field type; for some operations this may be a list or range with the values separated by commas.

**Remove** is used to delete a property field

#### **Generate Report**

lect Object		Restore			Save As		
mployee	•	Hire Date	~	Import Report	Hire Date	Save Report	Report Manager
operties:	Select Properties	Configure Filters Ger	erate Report				
Accred District Experience	*						
	Re	port Options					
	E-mat D	5 (decordered)					
Building Experience	Pormat: PL	DF (download)	~				
	Page Size: LE	TTER 🗸					
	Orientation: D/						
	Onentation. PC						
District Experience	Name: Hi	re Date					
		Generate Report					
		e Generate Kepoli					
Military Experience							
Non - Ohio Private Experience							
Odjfs Reportable							
Ohio Private Experience							
Ohio Public Experience							
	-						

#### **Report Options**

The report options contains the following options:

- Format: the report can be saved as: PDF (download), PDF (inline), Comma Separated Values, Excel, View (html), Plain Text, XML or Jasper Report Design
- Page Size: Letter, Legal, Halfletter, Note, Ledger
- Orientation: Portrait or Landscape
- Name: Enter the name to be displayed on the top of the report
- Save As: To save the report settings to be recalled, enter a name in the 'Save As' box (Top of Page) and click on 'Save Report'
- Generate Report: to create the report using the format specified

#### Employee Report Example:

#### 4/27/16 12:12 PM

# **Employee Report**

First Name	Last Name	Street1	City	State	Postal Code	Hire Date
TIMOTHY	ALLEN	1 Main Street	Your City	OH	44332	9/1/1994
ERIN	BROCKOVICH			OH	44330	9/1/2001
SANDRA	BULLOCK	9234 Hollywood Blvd	Celina	OH	44332	10/13/1999
BUGS	BUNNY	444 Target Lane	Crittersville	OH	44332	9/1/2000
GLENN	CLOSE			OH	44332	9/1/1992
ANTHONY	EDWARDS			OH	44332	8/23/1993
GOLDIE	HAWN			OH	44332	9/1/1992
KOSMO	KRAMER	555 North Street	Pettisville	OH	44332	9/1/1997
JOSHUA	OLIVER	1016 Whittlesey St.	Fremont	OH	43420	1/1/2005
BRADLEY	PITT			OH	44332	9/1/2001
JOHN	PUBLIC	1122 Boogie Blvd	YOUR CITY	OH	33444	9/1/2001
Dave	Smith	-		OH		5/26/2005

# **ODJFS Report**

- ODJFS Report Options
- Warning Messages:
- ODJFS Report Video

# **ODJFS Report Options**

This program is used by the System Manager to generate the ODJFS Form JFS 66117, Transmitter Report of Magnetic Media. This report along with the ODJFS magnetic media is forwarded to the Ohio Department of Job and Family Services on or before the 28th day of the month following the end of the quarter being processed.

The files created by districts using the ODJFS Report program are named ODJFS.YYQ#, where YY refers to the last two digits of the reporting year and Q# refers to the quarter number being processed. For example the file for the First quarter of the 2016 reporting year would be called ODJFS.16Q1.

This option can only produce a Report for now, in the near future, an option to Generate a File will be added

ODJFS Report	t Options	
Year: *	2016	~
Quarter: *	1st Quarter (January - March)	~
Sort By: *	Employee ID	~
	Generate Report	

#### Warning Messages:

No compensation to calculate hours in a day for potential partial dock absence for employee number XXXXXXXXX, activity date: Tue Mar 01 00:00:00 EST 2005, unit: Daily, length: 1

Number of weeks for ODJFS exceeds the maximum possible number of weeks for the quarter (13). Maximum number of weeks for quarter will be reported to ODJFS.

# **ODJFS Report Video**

# **Quarter Report**

- Quarter Report
- Sample Quarter Report
- Quarter Report Video

# **Quarter Report**

The Quarter Report program generates a report of quarter-to-date figures for employees and provides information necessary to complete the IRS Form 941 Quarterly statement.

Quarter Rep	ort	
Year	2016	~
Quarter	4th Quarter (October - December)	~
Sort By	Employee Name	~
	🛓 Generate Report	

# **Sample Quarter Report**

11/10/16 8:28 AM Quarter, Year, and Fiscal To Date Report

# JUNIT CITY SCHOOLS

Reported for Quarter: 4th Quarter (October - December)

Reported for Year: 2016

Sorted By: Employee Name

Report Generated By: admin

ID:	888888888				Name:	ALLEN, TIMOTHY M			
Job:	1 Pos: INDUSTRIAL	Pay Group: 2	Bldg/Dept:	001/101	QTD Gross:	\$1,601.35 YTD Gross:	\$1,601.35 FTD Gross:	\$1,601.35 Accrued Wage:	(\$344.42)
	Code	QTD Total		YTD To	tal	FID Total	QTD Taxable	YID T	axable
001			\$116.77		\$116.77	\$116.77		\$1,345.13	\$1,345.13
002			\$32.08		\$32.08	\$32.08		\$1,345.13	\$1,345.13
003			\$16.01		\$16.01	\$16.01		\$1,601.35	\$1,601.35
450			\$0.00		\$0.00	\$0.00		\$1,601.35	\$1,601.35
591			\$256.22		\$256.22	\$256.22		\$1,601.35	\$1,601.35
ID:	88888889				Name:	BROCKOVICH, ERIN H			
Job:	1 Pos: HIGH SCHOOL	Pay Group: 4	Bldg/Dept:	002/103	QTD Gross:	\$918.80 YTD Gross:	\$918.80 FTD Gross:	\$918.80 Accrued	\$1,036.00
	Code	OTD Total		VID To	tal	FTD Total	OTD Tavable	Wage:	avable
	Coue	QID Ioun		110 10	can	I II) Iotai	QID Taxabic		i kinne
001			\$49.71		\$49.71	\$49.71		\$826.11	\$826.11
002			\$14.74		\$14.74	\$14.74		\$826.11	\$826.11
004			\$4.59		\$4.59	\$4.59		\$918.80	\$918.80
008			\$91.88		\$91.88	\$91.88		\$918.80	\$918.80
400			\$0.00		\$0.00	\$0.00		\$918.80	\$918.80
590			\$02.09		\$02.09	\$02.09		\$918.80	\$910.00
551			\$10.00		\$10.00	\$10.00		\$510.00	\$510.00
ID:	55555555				Name:	BUNNY, BUGS E			
Job:	1 Pos: SUB CAFETRIA	Pay Group: 8	Bldg/Dept:	009/109	QTD Gross:	\$50.00 YTD Gross:	\$50.00 FTD Gross:	\$50.00 Accrued	\$0.00
	Code	QTD Total		YTD To	tal	FID Total	QTD Taxable	YID T	axable
002			\$0.11		\$0.11	\$0.11		\$45.50	\$45.50
004			\$0.25		\$0.25	\$0.25		\$50.00	\$50.00
400			\$4.50		\$4.50	\$4.50		\$50.00	\$50.00
590			\$4.50		\$4.50	\$4.50		\$50.00	\$50.00
ID:	888888989				Name:	CHILDS, IULIA M			
Job:	1 Pos: HEAD COOK	Pay Group: 3	Bldg/Dept:	006/106	QTD Gross:	\$1,115.38 YTD Gross:	\$1,115.38 FTD Gross:	\$1,115.38 Accrued	\$2,779.49
-				-				Wage:	
	Code	QTD Total		YTD To	tal	FTD Total	QTD Taxable	YID T	axable
001			\$82.31		\$82.31	\$82.31		\$1,115.38	\$1,115.38
002			\$24.40		\$24.40	\$24.40		\$1,115.38	\$1,115.38
400			\$0.00		\$0.00	\$0.00		\$1,115.38	\$1,115.38
ID:	979797979				Name:	CLOSE, GLENN A.			
Job:	1 Pos: PRINCIPAL	Pay Group: 1	Bldg/Dept:	002/102	QTD Gross:	\$2,701.25 YTD Gross:	\$2,701.25 FTD Gross:	\$2,701.25 Accrued Wage:	(\$4,416.53)
	Code	QTD Total		YTD To	tal	FID Total	QTD Taxable	YID T	axable
001			\$255.36		\$255.36	\$255.36		\$2,269.05	\$2,269,05
002			\$66.94		\$66.94	\$66.94		\$2,269.05	\$2,269.05
003			\$27.01		\$27.01	\$27.01		\$2.701.25	\$2,701.25
591			\$432.20		\$432.20	\$432.20		\$2,701.25	\$2,701.25
						CONNERVICEANC			
ID: Job:	1 Poet	Pay Crown: 1	Bldg/Denty	007/102	Name: OTD Gross:	\$1 147 69 VTD Cross:	\$1 147 60 ETD Crosse	\$1 147 60 Accred	00.00
Top:	1 PUS;	ray oroup: 1	Blug/Dept:	007/102	QTD Gross:	91,117.03 11D Gross:	91,117.03 FID Gross:	\$1,177.09 Accrued	\$0.00
					2 of	6			

							Wage:
	Code	QTD Total	YTD T	Total	FTD Total	QTD Taxable	YTD Taxable
001		\$87.1	5	\$87.15	\$87.15	\$1.16	7.69 \$1.167.69
002		\$25.4	8	\$25.48	\$25.48	\$1,14	7.69 \$1,147.69
003		\$11.4	8	\$11.48	\$11.48	\$1.14	7.69 \$1.147.69
450		\$0.0	0	\$0.00	\$0.00	\$1,14	7.69 \$1,147.69
691		\$0.0	0	\$0.00	\$0.00	\$1,14	7.69 \$1,147.69
ID:	656565656			Nan	ne: EDWARDS, ANTHONY I	)	
Job:	1 Pos: ATHLETIC	Pay Group: 9 Bl	dg/Dept: 002/101	QTD Gross:	\$1,711.54 YTD Gross:	\$1,711.54 FTD Gross:	\$1,711.54 Accrued \$4,140.78 Wage:
	Code	QTD Total	YID T	Total	FID Total	QTD Taxable	YID Taxable
001		\$148.0	3	\$148.63	\$148.63	\$1,55	7.50 \$1,557.50
002		\$39.2	6	\$39.26	\$39.26	\$1,55	7.50 \$1,557.50
004		\$8.5	6	\$8.56	\$8.56	\$1,71	1.54 \$1,711.54
400		\$0.0	0	\$0.00	\$0.00	\$1,71	1.54 \$1,711.54
590		\$154.0	4	\$154.04	\$154.04	\$1,71	1.54 \$1,711.54
ID:	44444444			Nan	ne: KRAMER, KOSMO K		
Job:	1 Pos: SCIENCE	Pay Group: 2 Bl	dg/Dept: 002/101	QTD Gross:	\$1,659.04 YTD Gross:	\$1,659.04 FTD Gross:	\$1,659.04 Accrued (\$1,016.82) Wage:
	Code	QTD Total	YTD T	Total	FID Total	QTD Taxable	YTD Taxable
001		\$178.1	9	\$178.19	\$178.19	\$1,39	3.59 \$1,393.59
002		\$33.0	9	\$33.69	\$33.69	\$1.41	3.59 \$1.413.59
003		\$16.5	9	\$16.59	\$16.59	\$1,65	9.04 \$1,659.04
004		\$8.3	0	\$8.30	\$8.30	\$1,65	9.04 \$1,659.04
450		\$0.0	0	\$0.00	\$0.00	\$1,65	9.04 \$1,659.04
591		\$265.4	5	\$265.45	\$265.45	\$1,65	9.04 \$1,659.04
603		\$26.0	0	\$26.00	\$26.00	\$1,65	9.04 \$1,659.04

		Totals Summary		
Total Gross:	<b>QTD Total</b> \$10,905.05	<b>YTD Total</b> \$10,905.05	FTD Total \$10,905.05	
Total Annuities: Non-Federal Tax Annuities:	\$1,205.10 \$1,205.10	\$1,205.10 \$1,205.10	\$1,205.10 \$1,205.10	
Non-Cash Earnings: Total Adjusted Gross:	\$0.00 \$9,699.95	\$0.00 \$9,699.95	\$0.00 \$9,699.95	
Total Employees:	8			
Total Employee Count Per 941 Instructions:	0			
Total Employees Paid in Quarter:	8			
Total Employees Reportable for ODJFS:	0			

Deduction Items Summary						
Deduction Name	DED	QTD Total	YTD Total	FTD Total	QTD Taxable	YTD Taxable
FED	001	\$918.12	\$918.12	\$918.12	\$9,674.45	\$9,674.45
OHIO	002	\$236.70	\$236.70	\$236.70	\$9,719.95	\$9,719.95
HOLLY	003	\$71.09	\$71.09	\$71.09	\$7,109.33	\$7,109.33
STARS	004	\$21.70	\$21.70	\$21.70	\$4,339.38	\$4,339.38
CITY	008	\$91.88	\$91.88	\$91.88	\$918.80	\$918.80
SERS	400	\$4.50	\$4.50	\$4.50	\$3,795.72	\$3,795.72
STRS	450	\$0.00	\$0.00	\$0.00	\$4,408.08	\$4,408.08
SERSANPK	590	\$241.23	\$241.23	\$241.23	\$2,680.34	\$2,680.34
STRSANPK	591	\$953.87	\$953.87	\$953.87	\$5,961.64	\$5,961.64
	594	\$10.00	\$10.00	\$10.00	\$918.80	\$918.80
HEALTH	603	\$26.00	\$26.00	\$26.00	\$1,659.04	\$1,659.04
STRS PU	691	\$0.00	\$0.00	\$0.00	\$1,147.69	\$1,147.69
	Grand Totals:	\$2,575.09	\$2,575.09	\$2,575.09	\$52,333.22	\$52,333.22

	Form 941 Quarterly Return of Withheld Federal I	ncome Tax	
Line 1) Total Employee Count Per 941 Instructions:	0		
Total Employees Paid in Quarter:	8		
Line 2) QTD Taxable Wages:	\$918.12	(Includes board paid Medicare/FICA:	\$0.00)
Line 3) QTD Federal Withholding:	\$918.12		
Line 5A) QTD FICA Taxable Wage:	\$0.00		
QTD Employees'	\$0.00	(Picked up by board:	\$0.00)
FICA Contributions:	c0.00		
QID Employer's FICA Contributions:	\$0.00		
Line 5C) QTD Medicare Taxable Wages:	\$0.00		
QTD Employees' Medicare	\$0.00	(Picked up by board:	\$0.00)
OTD Employer's Medicare Contributions:	\$0.00		
Line 11) Federal Withholding Deposits:	\$918.12		
- ·			

### **Quarter Report Video**

# **SERS Monthly Report**

- SERS Monthly Report Options
- SERS Monthly Report
- Warning Messages
- SERS Monthly Report Video

# **SERS Monthly Report Options**

The payroll system is setup to run/process/submit pay to SERS on a monthly basis. SERS will be changing this process here in the near future to a PERPAY basis, similar to STRS. But for now, the districts will run the SERS Monthly Report to generate a report and make corrections as necessary. Once the data is correct, run Generate File to create a file for monthly reporting of information to SERS.

SERS Monthly Report Options		
Report Title: *	SERS Monthly Report	
Month:	February 🗸	
Year:	2016 🗸	
Sort By:	Employee Name 🗸	
Report Format:	PDF (download)	
	Generate Report	
	Generate File	

Report Title: Default title is SERS Monthly Report, but can be changed
Month: Select the SERS reporting month from the drop-down box
Year: Select the SERS reporting year from the drop-down box
Sort By: Select Employee Name or Employee SSN from the drop-down box
Report Format: Default is set with PDF, but can be changed from the drop-down box



After selecting your options you can then

After you are verified the report and made any necessary changes, you will then uploaded to SERS through their website.

# **SERS Monthly Report**

11/1/16 12:33 PM SERS Monthly Report JUNIT CITY SCHOOLS SERS District Code: 35-999 Report Generated By: admin SERS Sort Option: Employee Name Reported for: November 2016 s Paid s Paid S FTD 2161 BROCKOVICH, 888888888 ERIN H. felse 828.80 0.00 74.59 0.00 0.00 828.80 0.00 74.59 0.00 0.00 CHILDS, JULIA 888888888 M. felse 1,115.38 0.00 0.00 0.00 0.00 1,115.38 0.00 0.00 0.00 0.00 EDWARDS, ANTHONY D. 656565656 false 1,711.64 0.00 154.04 0.00 0.00 1,711.64 0.00 154.04 0.00 0.00 Employees Member Earnings \$3,655.72 Member Earnings FTD: \$3.655.72 Member Deposits: ----Member Deposits FTD: ----Employer Pick Up Employer Pick Up FTD \$228.63 \$228.63 1 of 2 Report Summary Total Employees: 3 Total Member Earnings: \$3,655.72 Total Member Earnings FTD: \$3,655.72 Total Member Deposits: \$0.00 Total Member Deposits FTD: \$0.00 Total Employer Pickup: \$228.63 Total Employer Pickup FTD: \$228.63 Total Taxed Contributions: \$0.00 Total Pickup Contributions: \$228.63

This will create a .csv file that can be

Warning Messages

No compensation to calculate hours in a day for potential partial dock absence for employee number XXXXXXXX, activity date: Sat Feb 01 00:00:00 EST 2014, unit: Daily, length: 1

#### **SERS Monthly Report Video**

# **SERS New Hire Report**

- SERS New Hire Report Options ٠
  - SERS New Hire File Layout
    - Header Record Layout
    - Enrollment Detail Record Layout
- SERS New Hire Report Video

### **SERS New Hire Report Options**

This option allows the user to create a new employee enrollment file to upload to the SERS website. SERS New Hire will create a report and can create a submission file for new employees, rehired employees and employees who have had a lapse in service.



- 1. Enter the SERS New Hire Report Options if you choose to change the Report Title.
- 2. Generate the Report by clicking

🛓 Generate Report

🛓 Generate File

3. Generate the submission file by clicking

and then go to the SERS website to upload and submit to SERS.

Criteria needed for an employee to be on the SERS New Hire report- An employee has to have a SERS payroll item with the new New Employee and hold a position that has SERS as the retirement code and a position hire date no employee box checked

more than 60 days before today's date for the employee to be eligible for the report.

### SERS New Hire File Layout

- Header Record Layout
- Detail Record Layout
### Header Record Layout

Field Nbr	Start Position	Field Description	Field Length	Comments		
1	1	Record Identifier	2	Identifies file header record  The value must be "EH" Mandatory		
2	3	Employer ID	5	A unique five digit number assigned to each employer by SERS.		
3	8	Field 3	8	For future use <ul> <li>Must contain eight zeroes</li> </ul>		
4	16	Field 4	8	For future use <ul> <li>Must contain eight zeroes</li> </ul>		
5	24	Record Count	6	<ul> <li>Indicates the number of detail (Enrollment) records present under the header</li> <li>Must be numeric</li> <li>Mandatory (This field has a unique identifier, i.e. Datetime stamp of the file in yyymmddhhmmss format. It is used to reject the file if another file with the same unique identifier is submitters to SERS.)</li> </ul>		
6	30	Unique ID	14	Hours is 24 hours layout. (The ID should be generated based on the following information: Current date with hours, minutes, seconds and is left justified. e.g. 20120614010434).		
7	44	Field 7	328	For future use <ul> <li>Must contain spaces</li> </ul>		

Record size = 371

### **Enrollment Detail Record Layout**

Field Nbr	Start Position	Field Description	Field Length	Comments
1	1	Record Identifier	2	Identifies Enrollment Detail record.  The value must be "ED" Mandatory
2	3	SSN	9	<ul><li>The Social Security Number of the employee.</li><li>It must be numeric</li><li>It cannot be blank</li></ul>
3	12	Last Name	25	Employee's last name <ul> <li>It cannot be blank</li> </ul>
4	37	First Name	25	Employee's first name <ul> <li>It cannot be blank</li> </ul>

5	62	Middle Name	25	Employee's middle name It can be blank
6	87	Name Prefix	14	Employee's prefix name • It can be blank Valid values include: • Ms. • Mr. • Mrs. • Dr. • Miss • Sister • Honorable • Council Person
7	101	Name Suffix	4	Employee's suffix name It can be blank Valid values include: Jr. Sr. I II III III V V MD CPA ESQ
8	105	Employer ID	5	<ul><li>A unique five-digit number assigned to each employer by SERS.</li><li>It cannot be blank</li></ul>
9	110	Address1	50	<ul><li>Address 1 line of the employee's address.</li><li>It can be alphanumeric</li><li>It cannot be blank</li></ul>
10	160	Address2	50	<ul><li>Address 2 line of the employee's address.</li><li>It can be alphanumeric</li><li>It can be blank</li></ul>
11	210	Suite	10	<ul><li>The suite, apartment, unit or building of the employee's address.</li><li>It can be blank.</li></ul>
12	220	City	50	<ul><li>The city where the employee resides.</li><li>It can be alphabetic</li><li>It cannot be blank</li></ul>
13	270	State	2	<ul> <li>The two letter state code of the employee's address.</li> <li>It must be two character alphabetic.</li> <li>It must follow the standard two character code, e. g. OH or Mo.</li> <li>It cannot be blank.</li> </ul>
14	272	Zip	5	Zip code of the employee's address <ul> <li>It must be numeric</li> <li>It cannot be blank</li> </ul>

15	277	Zip4	4	Zip +4 of the employee's address <ul> <li>It must be numeric</li> <li>It can be blank</li> </ul>
16	281	Date of Birth	8	<ul> <li>Date of Birth of the employee.</li> <li>It must be numeric</li> <li>It cannot be blank</li> <li>Format is CCYYMMDD</li> <li>Example: 19750101 (The first four digits should represent the year, followed by a two-digit month and a two-digit day.</li> <li>For single digit months like January, the month value should be preceded by a 0, as in January = 01. The same applies to the day.</li> </ul>
17	289	Gender	1	Gender of the employee <ul> <li>M for Male or F for Female</li> <li>It cannot be blank</li> </ul>
18	290	First Date of Service	8	<ul> <li>Employee's first date of service</li> <li>It must be numeric</li> <li>It cannot be blank</li> <li>Format is CCYYMMDD</li> <li>Example: 19750101 (The first four digits should represent the year, followed by a two-digit month and a two-digit day.</li> <li>For single digit months like January, the month value should be preceded by a 0, as in January = 01. The same applies to the day.</li> </ul>
19	298	Job Classification	2	Job classification of the employment <ul> <li>Allows two-digit numbers</li> <li>It cannot be blank</li> </ul> <li>Valid values include: <ul> <li>01 Administrative</li> <li>02 Clerical/Secretarial</li> <li>03 Custodial/Maintenance</li> <li>04 Educational Aide</li> <li>05 Food Service</li> <li>06 Transportation</li> <li>07 School Board Member</li> <li>08 Supplemental</li> <li>09 Other</li> </ul></li>
20	300	Field 20	1	<ul><li>For future use</li><li>It must contain the letter N.</li><li>It cannot be blank.</li></ul>
21	301	Marital Status	3	Marital Status of the employee. *It can be blank Valid values include: • SIN - Single • MAR - Married • SEP - Separated • DIV - Divorced • WID - Widowed
22	304	Field 22	8	For future use <ul> <li>Must contain eight zeroes</li> </ul>

23	312	Phone number	10	<ul><li>Phone number of the employee</li><li>It can be blank</li><li>Only numbers are allowed</li><li>Must be 10 numeric digits</li></ul>
24	322	Email	50	<ul> <li>Email address of the employee</li> <li>It can be blank</li> <li>If not blank, it must be alphanumeric and dot (.) and at symbol (@) are required</li> </ul>

Record size = 371

### **SERS New Hire Report Video**

### **STRS Monthly Report**

- STRS Monthly Report Options
- Warning Messages
- STRS Monthly Report Video

### **STRS Monthly Report Options**

Once the last payroll for the month is complete, you can run the STRS Monthly Report option for balancing purposes. This report, called STRS Monthly Report will list month to date earnings, contributions, days, and fiscal to date earnings, contributions, and days.

STRS Monthly Rep	ort Options	
Deport Title: *	STPS Monthly Pana	rt
report fue.		
Month:	February	<b>v</b>
Year:	2016 🗸	
Sort By:	Employee Name	~
Report Format:	PDF (download)	~
	Generate Report	

Report Title: Default title is STRS Monthly Report, but can be changed
Month: Select the STRS reporting month from the drop-down box
Year: Select the STRS reporting year from the drop-down box
Sort By: Select Employee Name or Employee SSN from the drop-down box
Report Format: Default is set with PDF, but can be changed from the drop-down box

🛓 Generate Report

After selecting your options you can then

### Warning Messages

No compensation to calculate hours in a day for potential partial dock absence for employee number XXXXXXX, activity date: Sat Feb 01 00:00:00 EST 2014, unit: Daily, length: 1

### **STRS Monthly Report Video**

### **STRS New Hire Report**

- STRS New Hire Report Options
- STRS New Hire Record Layout
- STRS New Hire Report Video

### **STRS New Hire Report Options**

This option allows users to create a New Employee Enrollment file to send to STRS. STRS New Hire Report will create a report and can create a submission file for new employees and employees who have had a lapse in service. A rehired retiree MUST be reported manually on the STRS website. The user will run STRS New Hire Report if they do not wish to enter the new employee enrollment information in the STRS website.

- 1. Enter the STRS New Hire Report Options if you choose to change the Report Title.
- 2. Generate the Report by clicking on
- Generate the submission file. There are 2 options available:
  - 1. To generate the submission file immediately
    - 1. Click on Generate Submission File and Submit To STRS to send the Submission file immediately to STRS.

#### 2. To generate the submission file at a later date:

- 1. Click on would perform the following:
  - 1. Find the STRS New Hire csv file and click the Browse...
  - 2. Upload the file by clicking
    - Submit Uploaded File

Upload

3. Submit the file by clicking

STRS New Hire Repo	rt Options								
Report Title: *	STRS New Hire Report								
	La Generate Report								
	denerate Submission F	ïle							
	Generate Submission File	and Submit To STR	S						
Upload File	Choose File No file cho	sen Up	oload						
	Submit Uploaded File								
STRS New Hires	Member Last Name	Member First Name		SSN	_	First Date On Payroll	Birth Date	Gender	≡

Criteria needed for an employee to be on the STRS New Hire report- An employee has to have a STRS payroll item with the new employee box checked Mew Employee and hold a position that has STRS as the retirement code and a position hire date no more than 60 days before today's date for the employee to be eligible for the report.

### **STRS New Hire Record Layout**

Field Nbr	Field Name	Description	Start Loc	Field Length	Format	Required	Valid Values
1	Record Type	Identifies record for STRS Ohio processing	1	4	Char(4)	Required	NM=New Hire
2	Employer Id	Assigned by STRS. (The first digit for city school districts is the letter "c")	5	4	Char(4)	Required	STRS Ohio Employer Nbr
3	First Date on Payroll	Date employee starts work	9	10	Date MM/DD/CCYY	Required	Date
4	Social Security Number	Social Security Number of employee	19	9	Integer(9) ZZZZZZZ	Required	Numeric
5	Last name	Last name of employee	28	25	Char(25)	Required	No punctuation except dash
6	First name	First name of employee	53	15	Char(15)	Required	No punctuation except dash
7	Birth Date	Birth date of employee	68	10	Date MM/DD/CCYY	Required	Date
8	Gender	Gender of employee	78	1	Char(1)	Required	F=Female M=Male
9	Address	Delivery address	79	40	Char(40)	Required	No punctuation except dash
10	City Name	City Name	119	20	Char(20)	Required	
11	State Code	United States Postal Service (USPS) abbreviation for state	139	2	Char(2)	Rquired	USPS assigned State Code ** = Foreign address

12	Zip Code	Code assigned by United States Postal Service (USPS) to identify a specific geographic delivery area	141	5	Integer(5) ZZZZ9	Required (Domestic address)	Numeric
13	ARP	Identifies higher education faculty eligible to elect an alternative retirement plan (ARP). Note: Only applicable to college & university employers	146	1	Char(1)	Optional	Y= Eligible for ARP N=Ineligible/Not applicable
14	Reserved	Space reserved for future use	147	110	Char(110)	Reserved	Spaces

Total record length = 256

# **STRS New Hire Report Video**

# **STRS Report**

- STRS Report OptionsSTRS Report Video

### **STRS Report Options**

STRS Report Options							
Report Title: *	STRS Report						
Sort By:	Employee Name 🗸 🗸						
Payment Method:	Electronic 🗸						
Check or Transaction Number:							
Report Format:	PDF (download)	~					
	Gonorato Bonort						
	Create Submission File						
	Generate Submission File	and Submit To S	STRS				
Upload File		Browse	Upload				
	Submit Uploaded File						
Historical Payrolls	Status	Pay	Date 👻	Pay Plan	Pay Cycle		≡
		01/	05/2016	Semimonthly	Secondpayoftwop	aymonth	
		12/	21/2015	Semimonthly	Firstpay		
		12/	04/2015	Semimonthly	Secondpayoftwop	aymonth	
		11/	20/2015	Semimonthly	Firstpay		
		11/	05/2015	Semimonthly	Secondpayoftwop	aymonth	
		10/	20/2015	Semimonthly	Firstpay		
		10/	05/2015	Semimonthly	Secondpayoftwop	aymonth	
		09/	21/2015	Semimonthly	Firstpay		
		09/	21/2015	Semimonthly	Noneoftheabove		
		09/	04/2015	Semimonthly	Secondpayoftwop	aymonth	
		08/	20/2015	Semimonthly	Firstpay		
		08/	05/2015	Semimonthly	Secondpayoftwop	aymonth	
		07/	20/2015	Semimonthly	Firstpay		
		07/	06/2015	Semimonthly	Secondpayoftwop	aymonth	
		07/	02/2015	Semimonthly	Noneoftheabove		
		06/	26/2015	Semimonthly	Noneoftheabove		
		06/	26/2015	Semimonthly	Firstpay		¥.

After you have completed a payroll, you have five working days from the pay date to submit a file to STRS that is created using the STRS Report of the STRS Report Options program.

- 1. Select a payroll from the Historical Payrolls section that is to be reported and submitted to STRS.
- 2. Enter all the STRS Report Options such as the report title, sort by, payment method, check or transaction number and the report format.

3.	Generate the Report by clicking on	▲ Generate Report	. This report will list employee earnings, contributions and days	
	pertaining to the specified pay date.			

- 4. Generate the submission file. There are 2 options available:
  - 1. To generate the submission file immediately:

```
1. Click on Generate Submission File and Submit To STRS
```

- 2. To generate the submission file at a later date:
  - **L** Create Submission File and then at a later time you can submit it to STRS. At a later date you

to send the Submission file immediately to STRS.

would perform the following:

1. Click on

- 1. Find the STRS csv file by clicking on Browse... and finding the STRS Report you wish to upload.
- 2. Upload the file by clicking on Upload
  - Submit Uploaded File
- 3. Submit the file by clicking on  ${}^{\mid}$

#### **STRS Report Video**

### **ODJFS New Hire Report**

- ODJFS New Hire Report Options
- ODJFS New Hire Report Video

### **ODJFS New Hire Report Options**

The ODJFS New Hire Report is designed to assist in the reporting of new employees to the Ohio Department of Human Services. This reporting is to be done within 20 days of the employee's hire date.

When employees are added to the Payroll files, the 'New Hire Reported ODJFS' field in the Employee module is either blank or a check mark. A blank indicates the employee has not been reported to the Ohio Dept of Human Services yet and a check mark shows that the employee has been reported.

Before you can generate a ODJFS New Hire Report you need to select the employees from the grid. Employees who appear on the left column of the grid are those who have NOT been reported to ODJFS. To select employees individually, click on the employee and hit the right arrow and they will move to the right column for employees to be reported. To select several employees, you can click on the selected employees while holding down the ctl key and and then click the right arrow. If you want to select a large group or the entire group, click the first employee you want to select, then click ctl + shift and then click on the last employee to be included and then click the right arrow. To remove employees from the report and move them back to left side of the selection, select the employees on the right side of the grid and hit the left arrow key.

After you have selected your employees, click on the 'Generate Report' button and a PDF file will be created for the district to review. If the report looks correct, then you need to generate a CSV submission file. The submission file that is created should be submitted to the Ohio New Hire Reporting Center. The CSV submission file **HIRE123456789ccyymmdd.CSV** will have the name HIRE then the Districts Federal EIN number, then the current date and .CSV. Please refer to the Ohio New Hire Reporting website for further details on transferring the file electronically.

The 'New Hire Reported ODJFS' field for those submitted to Ohio New Hire will now have the flag checked in the employee module (prior to running this program, it was a blank).

Note: The true SSN of the employee will be reported to The Department of Human Services.

Select Employees:	New Employees	Employees to Report	
	Wilcox, Molly Clayton (ANON353) Page, Ed Eugene (ANON360) Bush, Ryan Ruth (ANON365) Velasquez, Charlene Juanita (ANON100) Solis, Donna Travis (ANON366) Kent, Laura Regina (ANON150) Donaldson, Richard Tracie (ANON190) Fuller, Kathryn Jean (ANON206) Frost, Norma Leonard (ANON323) Moss, Harold Shanna (ANON340)	•	
	Generate Report		

### **ODJFS New Hire Report Video**

### W2 Report

The W2 Report module creates a report used for reporting W2 wage information at calendar year end.

- W2 Report Options
  - Creating a W2 Report
    W2 Report sample:
  - Creating the Submission File

    - Creates W2TAPE Submission file:
       Creates CCA W2 Submission file:
    - Creates RITA W2 Submission File:
  - Create W2 Forms
    - Example of a W2 Form:
  - Create W2 XML:
  - Example of a W2 Form Data XML:
- W2 Report Video

### **W2 Report Options**

Output Type -

- Reports
- Submission
- Forms
- XML

### **Creating a W2 Report**

W2 Report Options		
Output Type	<ul> <li>Report</li> <li>Submission</li> <li>Forms</li> <li>XML</li> </ul>	
Format *	PDF (download)	~
Report Title	W2 Report	
Federal ID Number	34-999998	
State ID Number	51-3333333	
Kind of Employer *	S, State and Local Governmental Employ	~
Sort Options *	Employee Name	~
Report for Year*	2017 🗸	
	📥 Generate Report	

Format - Output format desired. Default is PDF.

- PDF (download)
- PDF (inline)
- Comma Separated Values (CSV)
- Excel
- View (html)
- Plain Text
- XML
- Jasper Report Design
- Excel-Data
- Excel-FieldNames

Report Title - Default is W2 Report, but can be modified.

Federal ID Number - Defaulted to district's Federal ID Number.

State ID Number - Defaulted to district's State ID Number.

Kind of Employer - Available choices from the drop-down box:

- F, Federal Government
  S, State and Local Governmental Employer (non 501c)
- T, Tax Exempt Employer
  Y, State and Local Tax Exempt Employer (501c)
- N, None apply

Sort Options - Available choices from the drop-down box:

- Employee SSN
- Employee Name
- Building/Department and Employee Name
- Building/Department, Pay Group and Employee Name
- Pay Group
- Zip Code and Employee SSN
- Zip Code and Employee Name
- Check Distribution and Employee Name

Report for Year - Select reporting year from available choices from the drop-down box.

#### W2 Report sample:

4/5/17 9:58 AM

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

#### W2 Report JUNIT CITY SCHOOLS Report Generated By: admin For Calendar Year: 2017 Report Sorted By: Employee Name 34-999998 State ID Number: 51-3333333 Kind of Employer: s FULL FICA AND NON-MEDICARE EMPLOYEES SSN: 888888888 TIMOTHY M ALLEN Name: Code Tax Withheld e Gross otal Gross 001 FED 264.12 2,904.84 3,202.70 297.86 OHIO 71.32 2.904.84 3.202.70 297.86 002 003 HOLLYWOOD 32.02 3,202.70 3,202.70 Retire Plan Box Checked 888888889 ERIN H BROCKOVICH SSN: Name: Tax Withheld **Taxable Gross** Code Desc Total Gross Annuities 159.18 001 FED 83.24 1,498.42 1,657.60 002 оню 24.56 1,498.42 1,657.60 159.18 1,657.60 004 STARS 1,657.60 8.28 008 CITY 165.76 1,657.60 1,657.60 Retire Plan Box Checked 888888989 JULIA M CHILDS SSN: Name: Tax Withheld Code Taxable Gross Annuities Total Gross 001 FED 81.51 1,115.38 1,115.38 002 OHIO 24.40 1,115.38 1,115.38 Retire Plan Box Checked SSN: 979797979 GLENN A. CLOSE Name: Tax Withheld Code Taxable Gross Total Gross Annuities 001 FED 563.40 5,402.50 502.44 4.900.06 002 OHIO 147.96 4,900.06 5,402.50 502.44 003 HOLLYWOOD 54.02 5,402.50 5,402.50 **Retire Plan Box Checked** SSN: 555555554 Name: SEAN S CONNERY Code Tax Withheld Taxable Gross Total Gross 001 FED 106.35 1,147.69 1,147.69 1,147.69 1,147.69 002 OHIO 25.48003 HOLLYWOOD 11.48 1,147.69 1,147.69 Retire Plan Box Checked 44444444 KOSMO K KRAMER SSN: Name:

Federal ID Number:

1

2

3

4

5

6

Control #:

Control #:

Control #:

Control #:

Control #:

Control #:

Code	Desc	Tax Withheld	Taxable Gross	Total Gross	Annuities
001	FED	648.24	4,043.25	4,568.08	524.83
	403(B)	100.00			
002	OHIO	155.11	4,043.25	4,568.08	524.83
003	HOLLYWOOD	45.68	4,568.08	4,568.08	0.00
		1 of 2			

Federal ID	Number:	34-999998	State ID !	Number: 51-33	33333	Kind of Em	ployer: 5	6	
		Code	Desc	Tax Wit	hheld Taxa	ble Gross	Total Gross	Annuities	
		004	STARS		22.85	4,568,08	4.56	8.08	0.00
			Retire Plan	Box Checked					
			Б	mplovee Type S	ummary				
Co	de	Description	Count	Tax Withheld	Taxable	Gross	Total Gross	Annuities	
00	01	FED	6	\$1,746.86	\$15,60	9.64	\$17,093.95	\$1,484.31	
		403(B)		\$100.00					
00	02	OHIO	6	\$448.83	\$15,60	9.64	\$17,093.95	\$1,484.31	
00	03 04	NOLLYWOOD	4	\$143.20	\$14,32	0.97	\$14,320.97	\$0.00	
	18	CITY	1	\$165.76	\$0,220	1.08	\$1,657,60	\$0.00	
				\$103.70	41,037		41,007.00	30.00	
MEDICARI	E QUALIFI	ED EMPLOYEES	222222222	Name: SAND	PAS BULLOCK				
control	*: /	3314:	333333333	Name: SAND	KA S BULLOCK				
		Code	Desc	Tax Wit	hheld Taxa	ble Gross	Total Gross	Annuities	
		001	FED		169.20	1,700.00	1.92	3.08 2	23.08
			403(B)		50.00	-,			
		002	OHIO		44.81	1,700.00	1,92	3.08 2	23.08
		004	STARS		9.62	1,923.08	1,92	3.08	0.00
		692	MEDICARE		0.00	1,923.08	1,92	3.08	0.00
			Retire Plan	Box Checked					
			E	mployee Type S	ummary				
Co	de	Description	Count	Tax Withheld	Taxable	Gross	Total Gross	Annuities	
00	01	FED	1	\$169.20	\$1,700	.00	\$1,923.08	\$223.08	
		403(B)		\$50.00					
00	02	OHIO	1	\$44.81	\$1,700	.00	\$1,923.08	\$223.08	
00	04	STARS	1	\$9.62	\$1,923	.08	\$1,923.08	\$0.00	
65	92	MEDICARE	1	\$0.00	\$1,923	.08	\$1,923.08	\$0.00	
				Ban art Cum					
Co	de	Description	Count	Tax Withheld	nary	Crocs	Total Cross	Annuities	
	01	FED	7	\$1,916.06	\$17.30	9.64	\$19.017.03	\$1,707.39	
		403(B)		\$150.00				4-1-0-000	
00	02	OHIO	7	\$493.64	\$17,30	9.64	\$19,017.03	\$1,707.39	
00	03	HOLLYWOOD	4	\$143.20	\$14,32	0.97	\$14,320.97	\$0.00	
00	04	STARS	3	\$40.75	\$8,148	.76	\$8,148.76	\$0.00	
00	08	CITY	1	\$165.76	\$1,657	.60	\$1,657.60	\$0.00	
69	92	MEDICARE	1	\$0.00	\$1,923	.08	\$1,923.08	\$0.00	
Total Numb	er of W2 Fe	orms to be Printed:	7						

#### **Creating the Submission File**

W2 Report Options	
Output Type	<ul> <li>Report</li> <li>Submission</li> <li>Forms</li> <li>XML</li> </ul>
Federal ID Number	34-999998
Additional Federal ID Number	
State ID Number	51-3333333
Kind of Employer*	S, State and Local Governmental Employ 🗸
Sort Options *	Employee SSN 🗸
Report for Year*	2017 🐱
Employer Name	JUNIT CITY SCHOOLS
Employer Address first line	SCHOOL ST
Employer Address second line	
Employer City	SAMPLE CITY
Employer State	ОН
Employer Zip Code	4444
Contact Name	
Contact Phone Number	
Contact Phone Extension	
Contact Fax Number	
Contact Email Address	
	▲ Generate SSA W2 Submission File
	🛓 Generate CCA W2 Submission File
	★ Generate RITA W2 Submission File

Employer Name - Enter your school district name

Employer Address first line - Address of your school district

Employer Address second line - Additional address info for your school district

Employer City - City of your school district

Employer State - State of your school district

Employer Zip Code - Zip Code of your school district

**Contact Name** - The contact name information will be used on the W2Tape file and should be the contact person at the district (treasurer, payroll clerk) that would be able to address any questions from the IRS regarding the W2Tape. The contact name can only contain A-Z, a-z, 0-9, space, period, hyphen and apostrophe. \*\*\***REQUIRED**\*\*\*

Contact Phone Number - Enter the employer's contact telephone number with numeric values only (including area code). This would be the

contact telephone number of the person (treasurer, payroll clerk) that would be able to address any questions from the IRS regarding the W2Tape. Do not use any special characters. Example: 111222333

**Contact Phone Extension** - Enter the employer's contact telephone extension with numeric values only. This would be the contact telephone extension of the person (treasurer, payroll clerk) that would be able to address any questions from the IRS regarding the W2Tape. Do not use any special characters. Example: 4444

**Contact Fax Number** - If applicable, enter the employer's contact fax number with numeric values only (including area code). This would be the contact fax number of the person (treasurer, payroll clerk) that would be able to address any questions from the IRS regarding the W2Tape. Do not use any special characters. Example: 5556667777

**Contact Email Address** - Enter the employer's contact E-Mail/Internet address. This would be the contact e-mail address of the person (treasurer, payroll clerk) that would be able to address any questions from the IRS regarding the W2Tape. This field may be upper and lower case.

If you are providing an Employer Contact E-Mail address, then the rules for entering a valid E-Mail address are as follows:

- Must contain only one @ symbol
- Must not contain consecutive periods to the left or right of the @ symbol
- Must not contain empty spaces to the left or right of the @ symbol
- · Must not contain a period in the first or last position
- Must not contain a period immediately to the left or right of the @ symbol
- Must not contain an @ symbol in the first or last position
- Must contain a top-level domain approved by Internet Assigned Numbers Authority (IANA)
- · Must not contain characters other than alphanumeric, hyphens or periods to the right of the @ symbol
- Must not contain hyphens immediately to the right of the @ symbol, or before or after a period
- Must contain either alphanumeric characters, or the following keyboard characters, to the left of the @ symbol: (~!#\$%^&\*\_+{}]?'=/`)

After selecting your choices, you are ready to:

La Generate SSA W2 Submission File

L Generate CCA W2 Submission File

Leader Contract Contr

**Creates W2TAPE Submission file:** 

▲ Generate SSA W2 Submission File

W2TAPE - Notepad						_		- # %
File Edit Format View Help								
RE2016 34999998 RS30BLCOM444444444444444444444444444444444444	O D M H	JUNIT CITY SCHOOLS KONKERAMER EDMARDS EDMARDS ALLEN BROCKOVICH H BROCKOVICH M CITLDS A. CLOSE	SCHOOL ST 33 ST NORTH 3 33 KILLEHLOOP RD 1 MAIN STREET	REET PETTISVILLE UPPER SANDUSKY YOUR CITY	SAMPLE CITY 0H44332 0H44332 0H44332 0H4332 0H44332 0H44330 0H44330 0H44332 0H44332	0H4444	F	00000000000000000000000000000000000000

Creates CCA W2 Submission file:

#### 

Creates RITA W2 Submission File:



### **Create W2 Forms**

W2 Report Options		
Output Type	<ul> <li>Report</li> <li>Submission</li> <li>Forms</li> <li>XML</li> </ul>	
Forms Title	W2 Forms	
Federal ID Number	34-999998	
State ID Number	51-3333333	
Kind of Employer*	S, State and Local Governmental Employ	~
Report for Year *	2017 🗸	
Employer Name	JUNIT CITY SCHOOLS	
Employer Address first line	SCHOOL ST	
Employer Address second line		
Employer City	SAMPLE CITY	
Employer State	OH	
Employer Zip Code	4444	
Copies per form	4 🔻	
	🛓 Generate W2 Forms	

Example of a W2 Form:

a Employee's soc. sec. no.       1 Wages, tps, other comp.       2 Pederal income tax within 4043.25       648         444-44-4444       3 Social security wages       4 Social security tax withine       648         b Employer ID number (EIN)       5 Medicare wages and tips       6 Medicare tax withheld         34-999998       JUNIT CITY SCHOOLS       6 Medicare tax withheld         JUNIT CITY SCHOOLS       SCHOOL ST       5 Medicare wages and tips       6 Medicare tax withheld         0000001       KOSMO K KRAMER       555 North Street       9         7 Social security tips       8 Allocated tips       9         10 Dependent care benefits       11 Nonqualifed plans       12a Code         Retirement plan       12b Code       12b Code         X       12b Code       12b Code         OH       51-3333333       4043.25       155         15 State employer's state ID #       16 State wages, tips, etc.       17 State income tax         18 Local wages, tips, etc.       19 Local income tax       20 Locality name         4568.08       45.68       45.68       45.68	- Frankrister (her en		2 Federal Issues in withheld	
444-44-4444     3 Social security wages     4 Social security tax withine       3 Bocial security wages     4 Social security tax withine       3 Bocial security wages     6 Medicare tax withheid       34-999998     JUNIT CITY SCHOOLS       JUNIT CITY SCHOOLS     5 Medicare wages and tips     6 Medicare tax withheid       0000001     KOSMO K KRAMER       555 North Street     Pettisville OH 44332       7 Social security tips     8 Allocated tips     9       10 Dependent care benefits     11 Nonqualified plans     12a Code       E     100.00     12b Code       Retirement plan     12c Code       X     12d Code       OH     51-3333333     4043.25       15 State employer's state ID #     16 State wages, tips, etc.     17 State income tax       18 Local wages, tips, etc.     19 Local income tax     22.85       4568.08     4568.08     4568.08	a employee's soc. sec. no.	1 wages, ups, other comp.	2 Pederal Income tax withheid R40 04	
444-44-4444     Social security wages     - social security tax within       b Employer ID number (EIN)     5 Medicare wages and tips     6 Medicare tax withheid       34-999998     JUNIT CITY SCHOOLS     6 Medicare tax withheid       JUNIT CITY SCHOOLS     SCHOOL ST       SAMPLE CITY OH 4444     0000001       KOSMO K KRAMER     555 North Street       Pettisville OH 44332     9       7 Social security tips     8 Allocated tips     9       10 Dependent care benefits     11 Nongualified plans     12a Code       E     100.00     12b Code     12b Code       Retrement plan     12c Code     12d Code       OH     51-3333333     4043.25     155       15 State employer's state ID #     16 State wages, tips, etc.     17 State income tax       18 Local wages, tips, etc.     19 Local income tax     22.85     STARS       4568.08     4568.08     4568.08     4568.08		4040.20	4 Social security by withheld	
5 Medicare wages and tips       6 Medicare tax withheid         34-999998       JUNIT CITY SCHOOLS         JUNIT CITY SCHOOLS       SCHOOL ST         SAMPLE CITY OH 4444       0000001         KOSMO K KRAMER       555 North Street         Pettisville OH 44332       9         7 Social security tips       8 Allocated tips       9         10 Dependent care benefits       11 Nongualifed plans       12a Code         E 100.00       13 Statutory employee       14 Other       12b Code         Retrement plan       12c Code       12d Code       12d Code         OH       51-3333333       4043.25       155         15 State employers state ID #       16 State wages, tips, etc.       17 State income tax         18 Local wages, tips, etc.       19 Local income tax       22.85       STARS         4568.08       4568.08       4568.08       HOLLYM/COD	444-44-4444	s social security wages	< social security tax withheid	
34-999998       JUNIT CITY SCHOOLS       SCHOOL ST       SAMPLE CITY OH 4444       0000001       KOSMO K KRAMER       555 North Street       Pettisville OH 44332       7 Social security tips     8 Alocated tips       9     10 Dependent care benefits     11 Nonqualified plans     12a Code       10 Dependent care benefits     11 Nonqualified plans     12a Code       12 Code     12b Code     12b Code       Nondet colspan="2">Nondet colspan="2">12a Code       Retirement plan     12b Code       X     12b Code       OH     51-3333333     4043.25     155       15 State employer's state ID #     16 State wages, tips, etc.     17 State income tax       18 Local wages, tips, etc.     19 Local income tax       4568.08     22.85       A 588	b Employer ID humber (EIN)	5 Medicare wages and tips	6 Medicare tax withheid	
34-999998         JUNIT CITY SCHOOLS         SCHOOL ST         SAMPLE CITY OH 4444         0000001         KOSMO K KRAMER         555 North Street         Pettisville OH 44332         7 Social security tips       8 Alocated tips       9         10 Dependent care benefits       11 Nonqualified plans       12a Code         E       100.00       13 Statutory employee       14 Other       12b Code         Nondet Statutory employee         14 Other       12b Code         Retirement plan       12c Code         X         Third-party sick pay       12d Code         OH       51-3333333       4043.25       155         15 State employer's state ID #       16 State wages, tips, etc.       17 State income tax         18 Local wages, tips, etc.       19 Local income tax       20 Locality name         4568.08       22.85       STARS         4568.09       45 68       HOULLY WOOD				
JUNIT CITY SCHOOLS SCHOOL ST SAMPLE CITY OH 4444 0000001 KOSMO K KRAMER 555 North Street Pettisville OH 44332 7 Social security tips 8 Allocated tips 9 10 Dependent care benefits 11 Nonqualited plans 12a Code E 100.00 13 Statutory employee 14 Other 12b Code Retirement plan X Third-party sick pay 12d Code 0H 51-333333 4043.25 155 15 State employers state ID # 16 State wages, tips, etc. 17 State income tax 18 Local wages, tips, etc. 19 Local income tax 4568.08 4568.09 45.88 HOLLY WOODD	34-999998			
SCHOOL ST SAMPLE CITY OH 4444         0000001         KOSMO K KRAMER 555 North Street Pettisville OH 44332         7 Social security tips       8 Alocated tips         9         10 Dependent care benefits       11 Nonqualited plans         10 Dependent care benefits       11 Nonqualited plans         11 Dependent care benefits       14 Other         12b Code       12b Code         Retirement plan       12c Code         X       12d Code         OH       51-3333333       4043.25         15 State employer's state ID #       16 State wages, tips, etc.       17 State Income tax         18 Local wages, tips, etc.       19 Local income tax       20 Locally name         4568.08       22.85       STARS         4568.09       45.89       HOULY WOOD	JUNIT CITY SCHOOL	.S		
SAMPLE CITY OH 4444         0000001         KOSMO K KRAMER         555 North Street         Pettisville OH 44332         7 Social security tips       8 Allocated tips         9         10 Dependent care benefits       11 Nonqualified plans         10 Dependent care benefits       11 Nonqualified plans         12 Code       E 100.00         13 Statutory employee       14 Other         12 Code       12c Code         Retirement plan       12c Code         X       12d Code         OH       51-3333333       4043.25       155         15 State employers state ID #       16 State wages, tips, etc.       17 State income tax         18 Local wages, tips, etc.       19 Local income tax       20 Locality name         4568.08       22.85       STARS         4568.08       4568.08       HOLL Y MOOD	SCHOOL ST			
0000001         KOSMO K KRAMER         555 North Street         Pettisville OH 44332         7 Social security tips       8 Allocated tips         9         10 Dependent care benefits       11 Nonqualified plans       12a Code         10 Dependent care benefits       11 Nonqualified plans       12a Code         13 Statutory employee       14 Other       12b Code         Retirement plan       12c Code       12c Code         X       Third-party sick pay       12d Code         OH       51-3333333       4043.25       155         15 State employer's state ID #       16 State wages, tips, etc.       17 State Income tax         18 Local wages, tips, etc.       19 Local income tax       20 Locally name         4568.08       22.85       STARS         4568.09       45 68       HOL LY WOOD	SAMPLE CITY OH 44	44		
KOSMO K KRAMER         555 North Street         Pettisville OH 44332         7 Social security tips       8 Allocated tips       9         10 Dependent care benefits       11 Nonqualified plans       12a Code         10 Dependent care benefits       11 Nonqualified plans       12a Code         13 Statutory employee       14 Other       12b Code         Retirement plan       12c Code       12c Code         X       Third-party sick pay       12d Code         OH       51-3333333       4043.25       155         15 State employer's state ID #       16 State wages, tips, etc.       17 State income tax         18 Local wages, tips, etc.       19 Local income tax       20 Locality name         4568.08       22.85       STARS         4568.09       45.89       HOLL Y MOOD	0000001			
555 North Street         Pettisville OH 44332         7 Social security tips       8 Allocated tips       9         10 Dependent care benefits       11 Nonqualified plans       12a Code         10 Dependent care benefits       11 Nonqualified plans       12a Code         13 Statutory employee       14 Other       12b Code         Retrement plan       12c Code       12c Code         X       12d Code       12d Code         OH       51-3333333       4043.25       155         15 State employer's state ID #       16 State wages, tips, etc.       17 State income tax         18 Local wages, tips, etc.       19 Local income tax       20 Locality name         4568.08       22.85       STARS         4568.09       45.68       HOLL VMCOD	KOSMO K KRAMER			
Pettisville OH 44332         7 Social security tips       8 Allocated tips       9         10 Dependent care benefits       11 Nonqualified plans       12a Code         10 Dependent care benefits       11 Nonqualified plans       12a Code         13 Statutory employee       14 Other       12b Code         Retirement plan       12c Code       12c Code         X       12d Code       12d Code         OH       51-3333333       4043.25       155         15 State employer's state ID #       16 State wages, tips, etc.       17 State income tax         18 Local wages, tips, etc.       19 Local income tax       20 Locality name         4568.08       22.85       STARS         4568.09       45.88       HOLL VMOOD	555 North Street			
7 Social security tips     8 Allocated tips     9       10 Dependent care benefits     11 Nonqualified plans     12a Code       11 Nonqualified plans     12a Code       12 Code     12b Code       13 Statutory employee     14 Other       12 Code     12b Code       Retirement plan     12c Code       X     12d Code       Third-party sick pay     12d Code       0H     51-3333333     4043.25       15 State employer's state ID #     16 State wages, tips, etc.     17 State income tax       18 Local wages, tips, etc.     19 Local income tax     20 Locality name       4568.08     22.85     STARS       4568.09     45.89     HOL L VMCOD	Pettisville OH 44332			
7 Social security tips         8 Allocated tips         9           10 Dependent care benefits         11 Nonqualified plans         12a Code           13 Statutory employee         14 Other         12b Code           13 Statutory employee         14 Other         12b Code           Retirement plan         12c Code         12c Code           X         Third-party sick pay         12d Code           OH         51-3333333         4043.25         155           15 State employer's state ID #         16 State wages, tips, etc.         17 State Income tax           18 Local wages, tips, etc.         19 Local income tax         20 Locally name           4568.08         22.85         STARS           4568.09         45 68         HOL L YM/COD				
10 Dependent care benefits 11 Nonqualified plans 12a Code E 100.00 13 Statutory employee 14 Other 12b Code 12c Code 12c Code 12c Code 12d Code 0H 51-3333333 4043.25 15 State employer's state ID # 16 State wages, tips, etc. 17 State income tax 18 Local wages, tips, etc. 19 Local income tax 20 Locality name 4588.08 4588.09 45 88 HOLLYWOOD	7 Social security tips	8 Allocated tips	9	
E         100.00           13 Statutory employee         14 Other         12b Code           Retirement plan         12c Code         12c Code           Third-party sick pay         12d Code         12d Code           OH         51-3333333         4043.25         155           15 State employer's state ID #         16 State wages, tips, etc.         17 State income tax           18 Local wages, tips, etc.         19 Local income tax         20 Locality name           4568.08         22.85         STARS           4568.09         4568.09         4568.00	10 Dependent care benefits	11 Nongualified plans	12a Code	
13 Statutory employee         14 Other         12b Code           Retirement plan         12c Code         12c Code           X         12d Code         12d Code           OH         51-3333333         4043.25         155           15 State employer's state ID #         16 State wages, tips, etc.         17 State income tax           18 Local wages, tips, etc.         19 Local income tax         20 Locality name           4568.08         22.85         STARS           4568.09         45 68         HOULY WOOD			E 100.00	
Retirement plan         12c Code           X         12d Code           Third-party sick pay         12d Code           OH         51-3333333         4043.25         155           15 State employer's state ID #         16 State wages, tips, etc.         17 State income tax           18 Local wages, tips, etc.         19 Local income tax         20 Locality name           4568.08         22.85         STARS           4568.08         4568.08         4568.00	13 Statutory employee	14 Other	12b Code	
Retirement plan         12c Code           X         12d Code           Third-party sick pay         12d Code           OH         51-3333333         4043.25         155           15 State employer's state ID #         16 State wages, tips, etc.         17 State income tax           18 Local wages, tips, etc.         19 Local income tax         20 Locality name           4568.08         22.85         STARS           4568.09         4568.09         4568.01				
X         12d Code           Third-party sick pay         12d Code           OH         51-3333333         4043.25         155           15 State employer's state ID #         16 State wages, tips, etc.         17 State income tax           18 Local wages, tips, etc.         19 Local income tax         20 Locality name           4568.08         22.85         STARS           4568.09         45.88         HOLL VMCOD	Retirement plan	]	12c Code	
Third-party sick pay         12d Code           OH         51-3333333         4043.25         155           15 State employer's state ID #         16 State wages, tips, etc.         17 State income tax           18 Local wages, tips, etc.         19 Local income tax         20 Locally name           4568.08         22.85         STARS           4568.09         45 68         HOLL YWOOD	Х	1		
OH         51-3333333         4043.25         155           15 State employer's state ID #         16 State wages, tips, etc.         17 State income tax           18 Local wages, tips, etc.         19 Local income tax         20 Locality name           4568.08         22.85         STARS           4568.09         45.69         HOLL VWOOD	Third-party sick pay		12d Code	
OH         51-3333333         4043.25         155           15 State employer's state ID #         16 State wages, tips, etc.         17 State income tax           18 Local wages, tips, etc.         19 Local income tax         20 Locality name           4568.08         22.85         STARS           4568.09         45.89         HOLL VWOOD				
15 State employer's state ID #         16 State wages, tips, etc.         17 State income tax           18 Local wages, tips, etc.         19 Local income tax         20 Locality name           4568.08         22.85         STARS           4568.09         4568         HOLLYWOOD	DH 51-3333333	4043.25	155.11	
Is case employer a state to #         To state wages, tips, etc.         T/ state income tax         T/ state income tax           18 Local wages, tips, etc.         19 Local income tax         20 Locally name           4568.08         22.85         STARS           4568.09         45.68         LOL L VWOOD	15 State employeds state ID #	15 State upper time at:	17 State Income tax	
4568.08 22.85 STARS	18 Local wages, tips, etc.	19 Local income tax	20 Localty name	
4569.09 45.69 HOLLYWOOD	4568.08	22.85	STARS	
	4568.08	45.68	HOLLYWOOD	
	1000.00	40.00		

Create W2 XML:

W2 Report Options	
Output Type	<ul> <li>Report</li> <li>Submission</li> <li>Forms</li> <li>XML</li> </ul>
XML Title	W2 Form Data
Federal ID Number	34-999998
State ID Number	51-3333333
Kind of Employer *	S, State and Local Governmental Employ 🗸
Report for Year *	2017 🗸
Employer Name	JUNIT CITY SCHOOLS
Employer Address first line	SCHOOL ST
Employer Address second line	
Employer City	SAMPLE CITY
Employer State	OH
Employer Zip Code	4444
	Legenerate XML Output

Example of a W2 Form Data XML:

- <w2formlist></w2formlist>
- <w2form></w2form>
<taxyear>2017</taxyear>
<ssn>444-44-4444</ssn>
<employeenumber>444444444</employeenumber>
<employerid><b>34-999998</b></employerid>
<employeraddress1>JUNIT CITY SCHOOLS</employeraddress1>
<employeraddress2>SCHOOL ST</employeraddress2>
<pre><employeraddress3>SAMPLE CITY OH 4444</employeraddress3></pre>
<controlnumber>0000001</controlnumber>
<employeeaddress1>KOSMO K KRAMER</employeeaddress1>
<employeeaddress2>555 North Street</employeeaddress2>
<employeeaddress3>Pettisville OH 44332</employeeaddress3>
<federalwages>4043.25</federalwages>
<federaltaxwithheld>648.24</federaltaxwithheld>
<retirementplan>X</retirementplan>
<ul> <li><stateitems></stateitems></li> </ul>
<abbrev>OH</abbrev>
<id>51-3333333</id>
<wages>4043.25</wages>
<taxwithheld>155.11</taxwithheld>
<ul> <li><localitems></localitems></li> </ul>
<li>localityName&gt;STARS</li>
<wages>4568.08</wages>
<taxwithheld>22.85</taxwithheld>
<ul> <li><localitems></localitems></li> </ul>
<li>localityName&gt;HOLLYWOOD</li>
<wages>4568.08</wages>
<taxwithheld>45.68</taxwithheld>
- <box12items></box12items>
<code>E</code>
<amount>100.00</amount>

### W2 Report Video

### **Report Manager**

- Generate and Download Report/Share Saved Report
- View Saved ReportEdit Name, Description and Tags
- Delete Saved Reports
  Download Report Definition
- Share Saved Report via a Role
- Favorite

Users have the ability to create a customized detail report and save the report definitions. Any saved report definitions will show under the 'Report

Manager' grid. Previously saved report definitions may be viewed, deleted and downloaded. If the user views the report definition it will take them to the 'Custom Report Creator' option where they can generate the report or make changes to the previously saved report definition and generate a new report.

Rep	ort Mana	iger													
	Impor	t Repo	rt 📜	Create	Form										More D Reset
							Favorite	Created by	Report Name *2	2	Description	Tags	Report Object	Report Properties	Report Query
	±	۲	C.	0	•	쓭		admin	Test		Check Report		Check	amount, payment.id, payment	
	±	۲			3	암		SSDT	SSDT Audit Trail		RevisionEntity Report		RevisionEntity	timestamp, username, revision	timestamp.between param("sta

#### Generate and Download Report/Share Saved Report

1. From the Report Menu select 'Report Manager'

	±
<ol> <li>Click on L</li> </ol>	— beside the desired report
3. Enter in th	e printing report options
4. Click on	🛓 Generate Report

We recommend saving the file and not opening it. If the user chooses to open the file they need to be careful not to make any changes to it as it could corrupt it and not allow it to be imported.

5. Once it is saved it can be sent to others via email where they can then import it into the Report/Custom Report Creator to be generated as well as save the report to show in their 'Report Manager' grid.

#### **View Saved Report**

- 1. From the Report Menu select 'Report Manager'
- 2. Click on beside the desired report

This will take the user to the Report 'Detail' interface where they can see all the options chosen for that Saved Report

#### Edit Name, Description and Tags

To edit the Report Name, Description and Tags, click on

Enter in desired data and select 'Save' to update the requested information or select 'Cancel' to return to Report Manager Grid.

✓ Save	Ø Cancel	+
Report Name	Test	
Description	Check Report	
Tags		

#### **Delete Saved Reports**

- 1. From the Report Menu select 'Report Manager'
- 2. Click on beside the desired report
- 3. The user will be given a confirmation box to confirm the deletion.

### **Download Report Definition**

To download and save report definitions, select

beside the desired report

From here you can either 'Open' the report or 'Save' it to your computer or 'Cancel' to return the 'Report Manager' Grid

6

Do you want to open or save <b>Test.rpd-ison</b> from <b>usps-default.ssdt-docker-dev-04.nwoca.org</b> ?	Open	Save 🔻	Cancel	×
	- p - m			

#### Example of a 'Report Definitions':

1	Test - Notepad	
Ш	File Edit Format View Help	
	{"reportspecification":{"description":"Check Report","predefined":false,"\$parameters":{["page5ize":"LETTER","pageOrientation":"PORTRAIT","o SourcePath":{"currentPath":"payment"},"suppressRepeating":false},{"description":"Number","type":"java.lang.Integer","propertyName":"number lassProperty":true,"width":0,"dataSourcePath":","suppressRepeating":false},{"description":"ransaction Date","type	utputFor ","prope "propert

Then this can be sent to other employees to be revised and generated for their use.

#### Share Saved Report via a Role

- 1. From the Report Menu select 'Report Manager'
- 2. Search for desired saved report via the filter row on the grid or the advanced search
- 3. Click on \_\_\_\_\_. A window will open listing all the Roles currently on the user's system
- 4. Check beside the desired Roles to grant access to this saved report



Home	Core 🗸	Payroll ~	Processing ~	Reports ~	Import ~	Admin ~	Utilities ~
Welcome	to the SS	OT USPS a	pplication				
Penort I	inke						
Report							
Sho	w Only F	avorites					
	Report	Name				Username	2
•	SSDT	Audit Trail				SSDT	
	Test	/ water real				admin	
-	Test					admin	

### **Employee Master**

- Create an Employee Master Listing
- Sample Report of Employee Master Listing

The Employee Master Listing is a report that reflects the Core program data element fields. The report may be run for all employees or specific employees. Selection choices determine which employees will appear on the report. Only those employees meeting all criteria selected will be reported.

### **Create an Employee Master Listing**

#### Go to Reports/Employee Master:



Employee Master Report Options							
Sort By:	Employee Number  Print one employee per page? Include concealed employees?  Print biographical (Employee) information?  Print contract (Position/Compensation) information?  Print benefits (Leaves) information?  Print To-Date totals by pay type?  Print pay account information?  Print Payroll Item information?  Print User Defined Fields?						
Pay Plan		~					
Marital Status		~					
Gender		~					
Pay Unit		~					
Appointment Type		~					
Pay Activity	Current Calendar Year	~					
Contract Start Date range FROM:	<b>#</b>						
Contract Start Date range TO:	<b>#</b>						
	<ul> <li>Select specific Employees?</li> <li>Select specific Buildings?</li> <li>Select specific Departments?</li> <li>Select specific Job Statuses? Available</li> <li>Inactive Deceased Terminated</li> </ul>		Sele Act	ected			
	<ul> <li>Select specific Pay Groups?</li> <li>Select specific Payroll Item Configuration:</li> </ul>	s?					

🛓 Generate Report

### Sort By: Employee Number Employee Name

#### Print one employee per page?

= Prints one employee per page

= Prints more then one employee per page

#### Include concealed employees?

Includes concealed employees

### = Excludes concealed employees

#### Print biographical (Employee) information?

- Print biographical (Employee) information
- = Do not print biographical (Employee) information

#### Print contract (Position/Compensation) information?

- Print contract (Position/Compensation) information
- = Do not print contract (Position/Compensation) information

#### Print benefits (Leaves) Information?

- Include benefits (Leaves) information
- = Exclude benefits (Leaves) information

#### Print To-Date totals by pay type?

= Print To-Date totals by pay type

= Do not print To-Date totals by pay type

#### Print pay account information?

- = Print pay account information
- = Do not print pay account information

#### **Print Payroll Item Information?**

= Print Payroll Item information

= Do not print payroll Item information

#### **Print User Defined Fields?**

- = Print User-defined Information
- = Do not print User-defined information

#### Pay plan

- Biweekly
- Semi-monthly
- Monthly

#### **Marital Status**

- Single
- Married
- Unstated

#### Gender

- Male
- Female
- Unstated

#### Pay Unit

Daily

• Hourly

#### **Appointment Type**

- CertificatedClassified

#### Pay Activity

- All Activity
  Current Quarter
  Current Fiscal Year
  Current Calendar Year

Contract Start Date range FROM:							
Contract Start Date range TO:	8						
= Exclude specific Employees? Sector 2 = 10000000000000000000000000000000000	Select Employ	(00	<b>∨</b> an		on ADD:		
Select Employee and click Add:		,					
		~	Auu	J			
Selected Employees:			ļ				
Number	Name					Remove	

= Exclude specific Buildings?

Include specific Buildings? Enter in the Building Code needed and click on ADD:

Enter Building Code and click Add:				
BuildingCode	Remove			

= Exclude specific Departments?

Include specific Departments? Enter in the Department needed and click on ADD:

Enter Department Code and click Add						
Selected Departments:						
DepartmentCode Remove						

## = Exclude specific Job Statuses?

Include specific Job Statuses? Select Job Status needed by clicking on the to move from Available to the Selected category:

Available	Selected
Inactive Deceased Terminated	Active

= Exclude specific Pay Groups?

Include specific Pay Groups? Select Pay Groups by clicking on the to move from Available to the Selected category:

Available	Selected
None (\$\$) DO NOT DELETE, TESTING PAYGRP (10) CERT. EMPLOYEES (2) 9 MO. NON-CERT (3) 10 MO. NON-CERT. (4) 12 MO. NON-CERT. (5) NON-UN NON-CERT. (6) CERTIFIED SUBS (7) NON-CERT SUBS (8) SUPPLEMENTAL (9)	ADMINISTRATORS (1)

= Exclude specific Payroll Item Configurations?

Select Payroll Item Configurations? Select Payroll Item Configurations by clicking

on the into move from Available to the Selected category:

	Selected
Federal Tax, 001, MID AM Ohio State Tax, 002, TREASURER OF STATE OF C City Tax, 003, VILLAGE OF HOLLYWOOD City Tax, 004, CITY OF STARS INC TAX City Tax, 005, Deduction Test City Tax, 006, Emerald City - Income Tax City Tax, 007, Village of Dwarves City Tax, 008 City Tax, 009 City Tax, 010	

📥 Generate Report

After you have all the selections entered, you will want to

# Sample Report of Employee Master Listing

	11/30/16 11:08 AM
Em	ployee Master Listing Report
JUNIT CITY	SCHOOLS
Report Generated By:	admin
Sorted By:	Employee Number
One Employee Per Page:	Yes
Print Biographical Information:	Yes
Print Contract Information:	Yes
Print To-Date Totals:	Yes
Print Pay Account Information:	Yes
Print Payroll Item Information:	Yes
Print Benefit Information:	Yes
Print User Defined Fields:	No
Pay Activity Option:	All Activity
Selected Pay Plan:	All
Selected Marital Status:	All
Selected Gender:	All
Selected Pay Unit:	All
Selected Appointment Type:	All
Select Concealed Employees:	No
Selected Statuses:	All
Selected Payroll Item Codes:	All
Selected Building Codes:	All
Selected Department Codes:	All
Selected Contract Start Date Range:	All
Selected Pay Groups:	All
Selected Employee Numbers:	All

### TAYLOR, ELIZABETH S (232323232)

#### Employee Information:

Hire Date: 9/1/ Termination Date:	1990	Concealed: ODJFS Reportable:	false true	Postal Code: 44332 Street1: 200 N	ight St.
Birth Date: 2/27	7/1932	OSDI Code:		State: OH	
SSN: 232	323232	Number: 23232	23232	Country:	
Marital Status: Sing	gle	Name With Middle TAYL	OR, ELIZABETH S.	Black:	true
Last Paid: 4/10/2004		Initial:		Hispanic Latino Option: NotHispanicOrLatino	
New Hire Reported ODJFS:	false	Province:		American Indian Alaska Native:	true
<b>ODJFS Hire Date:</b> 9/1/	1990	Street2:		White:	true
Email Direct Deposit:	false	Foreign Address: City: Wayn	false	Native Hawaiian Pacific Islander:	true
Report to EMIS:	true	city: wayi		Asian:	true

#### Leave Information:

Туре	Lea	ive Unit	Balance		Accu	ım Per Month	Max Leave Amount
PERSONAL	Daily			\$ 0.00		0.00	0.00
VACATION	Daily			0.00		0.00	0.00
SICK	Daily			0.00		0.00	0.00
Position Information	n:						
Position Number:		1	Termination Date:			Eligible For Personal	false
Position PROM Description: Him Date: 0/1/20	I DIRECTOR		Retirement Code: SERS Appointment Type: Classified	l		Leave: Eligible For Vacation Leave:	false
Infe Date: 9/1/20	102		Sub Appointment		R	eport Selection Display: 9	SUPPLEMENTAL (9)
FTF:	,		Type: Fligible For Sick	false		Start Date:	
112.			Leave:	Iaise	Stop Date:		
Compensation Infor	mati <b>o</b> n:						
Type: Legacy			Supplemental			Pay Per Period:	\$ 0.00
Description:			Type: Start Date:			Contract Type:	
Label: PROM			Stop Date:		(	Contract Obligation:	\$ 1,460,00
Pay Plan: Biweekl	y		Type: CSU			Contract Amount:	¢ 1,460,00
Unit Amount:		20.857	Start Date: 9/1/1990			Contract Amount.	\$ 1,400.00
Hours In Day:		0.00	Stop Date:		0	Contract Work Days:	\$ 70.00
Pay Unit: Daily			Accrued Wages:		\$ 0.00	Pays In Contract:	7
Strs Advance:	false		Pays Paid:		5	Contract Dave	45.00
Retirement Hours:		0.00	Stretch Pay:	false		Worked:	45.00

To Date Totals:						
Туре	Year To Date Units	Year To Date Amount	Quarter To Date Amount	Fiscal To Date Amount	Contract To Date Units	Contract To Date Amount
Regular	\$ 20.00	\$ 417.14	\$ 417.14	\$ 417.14	\$ 0.00	\$ 0.00
Pay Account Sur	mmary					

јв с	IR Fnd	Func O	bj SCC Subj	j OPU IL	Job S	rs Rate	Pay YTD	Pay FYTD	Start	Stop BRD	Max
1 1	200	4670 89	1 9602 0000	00 005 00	000	A 100.00%	208.57	208.57		Y	\$ 0.00
Code Pa	Abbr ay Cycle	Exmp	Rate	Brd	Start	Stop	Addl WH YTD WH	Employee QTD Employer QTD	Employee YTD Employer YTD	Total QTD Tax Gr QTD	Total YTD Tax Gr YTD
001	FED	М 3	Tax Table	0.00			0.00	0.00	0.00	417.14	417.14
Ev	ery Pay						0.00	0.00	0.00	417.14	417.14
002	OHIO	3	Tax Table	0.00			0.00	2.16	2.16	417.14	417.14
Ev	ery Pay						0.00	0.00	0.00	417.14	417.14
003	HOLLY		1.0000%	0.00			0.00	-45.82	-45.82	417.14	417.14
Ev	ery Pay						0.00	0.00	0.00	417.14	417.14
400	SERS		9.0000%	14.00				37.54	37.54	417.14	417.14
Ev	ery Pay						0.00	58.40	58.40	0.00	0.00

### **STRS Advance**

The STRS Advance program provides you with a report and tape file of the STRS annual report information. It also provides you with a report of all the jobs that will not be advanced. This report can be used for verification purposes.

-	STRS Advance Report Options			
	Sort By:	Employee SSN 🗸		
	Starting Date for the Academic Year: *	<b>**</b>		
	Ending Date for the Academic Year: *	#		
		🛓 Generate Advance Fiscal Year To Date Report	🛓 Generate Advanced Positions Report	La Generate Non-Advanced Positions Report
		▲ Generate Submission File		

### **Employee Master Report**

The Employee Master is a report that reflects the Core program data element fields. The report may be run for all employees or specific employees. Selection choices determine which employees will appear on the report. Only those employees meeting all criteria selected will be reported.

Employee Master Report Options								
Sort By:	Employee Number 🗸							
	Print one employee per page?							
	Include concealed employees?							
	Print biographical (Employee) information?							
	Print contract (Position/Compensation) information?							
	✓ Print benefits (Leaves) information?							
	✓ Print To-Date totals by pay type?							
	Print Payroll Item information?							
	Print User Defined Fields?							
Pay Plan	✓							
Marital Status	✓							
Gender	✓							
Pay Unit	✓							
Appointment Type	✓							
Pay Activity	✓							
Contract Start Date range FROM:								
Contract Start Date range TO:								
	Select specific Employees?							
	Select specific Buildings?							
	Select specific Departments?							
	Select specific Job Statuses?							
	Available Selected							
	Deceased							
	Terminated							
	· · · · · · · · · · · · · · · · · · ·							
	Select specific Pay Groups?							
	Select specific Payroll Item Configurations?							
	🕹 Generate Report							

### **Employee Earnings Register**

The Employee Earnings Register program can be run for one or all Employees and Pay Groups receiving a pay check. By leaving the 'Selected' box empty, will include all Employees or Pay Groups. The report is based on payroll pay dates.

You may also enter ranges of dates. For example, activity for an entire quarter or calendar year can be generated by specifying the applicable dates.

You may also select to Include Concealed Employees and Employer Paid Amounts.

The program generates a report file called Employee Earnings Register Report.

Employee Earnings	Register Report			
Start Date Stop Date	<ul> <li>1/1/04</li> <li>12/31/04</li> <li>Include Concealed Employees</li> <li>Include Employer Paid Amounts</li> </ul>			
Select Pay Groups:	Available			Selected
	None (\$\$) ADMINISTRATORS (1) DO NOT DELETE, TESTING PAYGRP (10) CERT. EMPLOYEES (2) 9 MO. NON-CERT (3) 10 MO. NON-CERT. (4) 12 MO. NON-CERT. (5) NON-UN NON-CERT. (6) CERTIFIED SUBS (7) NON-CERT SUBS (8) SUPPLEMENTAL (9)		> <	
Employees	Available			Selected
	TEMPLATE, IMPORT (11111111) PUBLIC, JOHN Q (11111112) TAYLOR, ELIZABETH S (232323232) DEFAULT, DEFAULT (28888888) Oliver, Joshua (333003333) BULLOCK, SANDRA S (333333333) KRAMER, KOSMO K (44444444) benefit_test, create (484848484) TEMPLATE, IMPORT (484848888) CONNERY, SEAN S (55555554)	<	> <	
	🛓 Generate Report			

Pay Date Earnings Register Report

3/3/17 8:57 AM Pay Date Earnings Register

### JUNIT CITY SCHOOLS

Start Date: 01/01/2004

Stop Date: 12/31/2004

Include Concealed Employees: False

Include Employer Payroll Item Amounts : True

Employee #: 232323232 Name: TAYLOR, ELIZABETH S

		Paymen	t				Pa	iy Items				
Pay Date	Payment#	Pesitien#	Gress	Deck	Net	Code	Abbreviation	Employee Amt	Employer Amt			
04/10/2004	10,273	1	0.00			003		(50.00)				
Total s Gross:	\$0.00 Tot Doc	al \$0.0 k:	00 Tota Net:	1	\$0.00		Total:	(\$50.00)	\$0.00		Total Charged:	\$0.00
		Paymen	t				Pa	y Items			Pay Accounts	
Pay Date	Payment#	Pesitien#	Gress	Deck	Net	Code	Abbreviation	Employee Amt	Employer Amt	Pesitien	FND-FUNC-OBJ-SPCC-SUBJCT-OPU-IL-JOB	Chg Amt 1
04/15/2004	501,682	1	208.57			001				1	006-3120-560-0000-000000-006-00-000	208.57 100
						002		1.08				
						003		2.09				
						400		18.77	29.20			
Teach of	000 57 T-+	.1	0 T-+-	1	£0.00		Tetal	¢21.04	¢20.20		Tetal Channel	¢200 E
Total \$2 Gross:	208.57 Tot Doc	al \$0.0 k: Povmor	)0 Tota Net:	1	\$0.00		Total:	\$21.94	\$29.20		Total Charged:	\$208.5
Total \$2 Gross: Pay Date	208.57 Tot Doc	al \$0.0 k: Paymer	0 Tota Net: It	Deck	\$0.00	Carle	Total: Pa	\$21.94	\$29.20	Pecities	Total Charged: Pay Accounts	\$208.5 Chri Amt
Total \$2 Gross: Pay Date 04/30/2004	208.57 Tot Doc <b>Payment#</b> 501.684	al \$0.0 k: Paymen Pesities#	0 Tota Net: 1t 208.57	l Deck	\$0.00 Net	Cede 001	Total: Pa Abbreviation	\$21.94 ay Items Employee Amt	\$29.20 Emp <del>loyer</del> Amt	Pesitien 1	Total Charged: Pay Accounts FND-FUNC-0BJ-SFC-SUBJCT-0TU-11-JOB 200-4670-891-8602-000000-005-00-000	\$208.5 Chg Amt % 208.57 100
Total \$2 Gross: <b>Pey Dete</b> 04/30/2004	208.57 Tot Doc <b>Payment#</b> 501,684	al \$0.0 k: Paymen Pesitien#	00 Tota Net: 11 <u>Gress</u> 208.57	l Deck	\$0.00 Net	Code 001 002	Total: Pa Abbreviation	\$21.94 Ay Items Employee Amt 1.08	\$29.20 Emp <b>l</b> øyer Amt	Pesitien 1	Total Charged: Pay Accounts FND-FUNC-OBJ-SPCC-SUBJCT-OPU-IL-JOB 200-4670-891-9602-000000-003-00-000	\$208.5 Cleg Amt % 208.57 100
Total \$2 Gross: <u>Pay Date</u> 04/30/2004	208.57 Tot Doc <b>Payment#</b> 501,684	al \$0.0 k: Paymen Pesities# 1	00 Tota Net: 1t 208.57	l Deck	\$0.00 Net	Cede 001 002 003	Total: Pa Abbreviation	\$21.94 Ay Items Employee Amt 1.08 2.09	\$29.20 Employer Amt	Pesitien 1	Total Charged: Pay Accounts FND-FUNC-OBJ-SFCC-SUBJCT-OFU-IL-JOB 200-4670-891-9602-000000-005-00-000	\$208.5 Cleg Amt % 208.57 100
Total \$2 Gross: <b>Pay Date</b> 04/30/2004	208.57 Tot Doc <b>Psyment#</b> 501,684	al \$0.0 k: Paymen Pesitien# 1	00 Tota Net: 1t <u>Gress</u> 208.57	l Deck	\$0.00 Net	Cede 001 002 003 400	Total: Pa Abbreviation	\$21.94 ay Items Employee Amt 1.08 2.09 18.77	\$29.20 Employer Amt 29.20	Pesitien 1	Total Charged: Pay Accounts FND-FUNC-OBJ-SFCC-SUBJCT-OFU-IL-JOB 200-4670-891-9602-000000-005-00-000	\$208.5 Clag Amt % 208.57 100
Total \$7 Gross: Pay Date 04/30/2004 Total \$7 Gross:	208.57 Tot Doc <b>Payment#</b> 501,684 208.57 Tot Doc	al \$0.4 k: Payment resition# 1 al \$0.4 k:	00 Tota Net: 1t 208.57 208.57	Deck	\$0.00 <u>Net</u> \$0.00	Cede 001 002 003 400	Total: Pa Abbreviation Total:	\$21.94 ay Items Employee Amt 1.08 2.09 18.77 \$21.94	\$29.20 Employer Ant 29.20 \$29.20	Pesition 1	Total Charged: Pay Accounts PND-FUNC-OBJ-SPCC-SUBJCT-OTU-IL-JOB 200-4670-891-9602-000000-003-00-000 Total Charged:	\$208. Clig Amt 208.57 1( \$208.

					Employee T	otals				
То	tal Payments			Pa	y Items			Pay Accounts		
Tetal Gress	Total Dock	Total Net	Cede	Abbreviation	Employee Amt	Employer Amt	Pesitien	FND-FUNC-OBJ-SPCC-SUBJCT-OPU-IL-JOB	Clig Amt	%
6,773.52	0.00	0.00	001		1,174.55		1	001-2840-582-0000-000000-005-00-000	376.31	100.0
			002		356.16		1	200-4141-891-9710-000000-005-00-000	6,397.21	100.0
			004		33.87			Total Charges:		\$417.1
			400					-		
			590		609.62					
		-	Intal-		(\$6.12)	\$58.40				

			Report S	ummary			
	Tetal Gress \$90,077.72		Paymen Tetal \$0.	t Totals Deck 00	Tetal Net \$0.00		
Caste	Pa Abbreviation	ay Items Employee Amt	Employer Amt	Pesitien	Pay Accounts FND-FUNC-OBJ-SPCC-SUBJCT-OPU-IL-JOB	Clag Amt	%
001		22,174.36		1	006-3120-560-0000-000000-006-00-000	2,439.33	100.00
002		614.11		1	200-4670-891-9602-000000-005-00-000	208.57	100.00
003		628.67		1	001-2840-582-0000-000000-005-00-000	376.31	100.00
004		(3.77)		1	200-4141-891-9710-000000-005-00-000	9,715.29	100.00
400		37.54	2,023.13	1	001-2411-512-0000-000000-004-00-000	53,900.21	
450			9,214.10	1	001-2421-112-0000-000000-005-00-000	3,423.08	100.00
590		1,583.96		1	001-2510-512-0000-000000-004-00-000	1,634.50	100.00
591		1,129.69		1	001-1110-640-0000-000000-004-00-000	3,426.54	100.00
603		52.00	435.00	1	001-2421-512-0000-000000-004-00-000	5,402.50	100.00
690			147.11	1	200-4137-143-9470-000000-005-00-000	5,416.66	100.00
691			4,991.09	2	200-4330-891-9330-000000-005-00-000	500.00	100.00

# Perfect Attendance Report

Perfect Attendance Report Opt	lions		
Report Title: *	Perfect Attendance Report		
Single Date Selection:	<b>##</b>		
Begin Date:	1/2/17		
End Date:	film 1/31/17		
	Use FYTD? Use CYTD?		
Sort By:	Employee Last Name 🗸		
Job Status:	Active 🗸		
Appointment Type:	×		
Attendance Item Category:	×		
Page Break On:	×		
	Security Exclude Concealed Employees?		
	Security Exclude Ineligible Jobs?		
	Show Employee ID?		
Select Pay Groups:	Available	Selected	
		> None (\$\$)	*
		TEACHERS (1) TREACHERS (1)	
		TREASURER- NON-CERT(12 MO) (10)	
		NON-CERT (9 MO) (3)	
		NON-CERT(12 MO) (4)	
		NON-CERT (10 MO) (5)	
		SUP-ED# (C) (6)	
		SUP-ED# (NC) (7)	
		SUB/SUP(C) (8)	
		SUB/SUP (NC) (9)	
		HOURLY (C) (A)	
		HOURLY (NC) (B)	
		BOARD MEMBERS (C)	
		SEVERANCE PAY (D)	
		×	Ψ.
	📥 Generate Report		

- Report Title Perfect Attendance Report is the default file name. This can be changed by entering a new file name in the Report Title field
- Single Date Selection field offer the option of entering a single date for report generation. The Single Date field may be left blank.
- Begin Date field offers the option of entering a Begin Date
- End Date field offers the option of entering an End Date
- Use FYTD? fiscal year to date information up to and including the ending date selected
- Use CYTD? current year to date information up to and including the ending date selected
- Sort By field offers the following choices:
  - Employee ID
    - Employee Last Name
    - Building/Department
    - Pay Group
    - Building Only
    - Department Only
- Job Status field offers the following choices:
  - Blank to include all employees
  - Inactive
  - Active
  - DeceasedTerminated
- The following options are available in the Appointment Type field:

- Certificated
- Classified
- The following options are available in the Attendance Item Category field.
  - Blank to include all employees
  - Calamity
  - Dock
  - Holiday
  - Jury Duty
  - Military
  - Other
  - PersonalProfessional
  - Frotession
     Sick
  - Unknown
  - Vacation
  - Attendance
  - Substituting
- In the Page Break On field, enter the field you wish the report to pagebreak on:
  - Blank to have no page break
  - Building/Department
  - Pay Group
  - Building Only
  - Department Only

# **USAS Integration**

### **USAS Integration**

Г

USAS Integration controls if and how the software is connected to the USAS-R system.

You will see the USAS Integration option in the main Menu:

Core 🗸	Payroll 🗸	Processing ~	Reports ~	Admin 🗸	Utilities ~	USAS Integration 🗸
Syn	chronize Aco	counts with USA	S			USAS Integration Test Connection Security Configuration

-		
S۱	nchronize Accounts with	USAS
$\sim$		00/10

A

To synchronize the USPS system with the USAS system you will want to click on message will be displayed stating 'Account Synchronization request successfully sent to USAS'.

When this option is setup you will be able to post your payroll to USAS by choosing the correct file and then clicking on Post to USAS

Synchronize Accounts with	USAS Te	SAS Integration st Connection curity Configuration			
Status	Description	Pay Date	Pay Plan	Pay Cycle	Post to USAS
Posted		04/30/2004	Biweekly	Secondpayoftwopaymonth	Post to USA
Posted		04/15/2004	Biweekly	Firstpay	Post to USA
Posted		04/10/2004		Firstpay	Post to USA
Posted		04/25/2003	Biweekly	Secondpayoftwopaymonth	Post to USA
Posted		02/21/2003	Biweekly	Secondpayoftwopaymonth	Post to USA
Posted		03/31/2002	Biweekly	Secondpayoftwopaymonth	Post to USA
Posted		03/15/2002	Biweekly	Firstpay	Post to USA
Posted		10/26/2001	Biweekly	Secondpayoftwopaymonth	Post to USA
Posted		10/12/2001	Biweekly	Firstpay	Post to USA
Posted		09/28/2001	Biweekly	Secondpayoftwopaymonth	Post to USA
Posted		09/14/2001	Biweekly	Firstpay	Post to USA

The USAS Integration Test Connection will allow you to test your connection with the USAS system

Core 🗸	Payroll 🗸	Processing ~	Reports 🗸	Admin 🗸	Utilities 🗸	USAS Integration ~
Sync	chronize Aco	USAS Integration Test Connection Security Configuration				

USAS Integration Test Connection						
Test Connection Clear						
Remote Host	127.0.0.1					
Remote Port	44000					
DNS Lookup	false					

### The USAS Integration Security Configuration screen:

Core 🗸	Payroll 🗸	Processing ~	Reports 🗸	Admin 🗸	Utilities 🗸	USAS Integration ~
Syn	chronize Ac	counts with USA	S			USAS Integration Test Connection Security Configuration
Save Ø Cancel Generate API Key Disable Messa	ano Socurity					
--	--------------					
	age Security					
Api Key						
Application Id						
Remote Api Key						
Remote Application Id						

# How to Add a New Employee

# To add a New Employee to the system, the screens listed below are required to be added in order:

### **1-Employee**

The Employee option is the first step in adding a new employee. Here you will enter in the employee's personal information.

Please refer to the Employee Chapter in the USPS-R documentation for further help. https://wiki.ssdt-ohio.org/display/uspsrdoc/E
mployee

# Go to the Employee Dashboard to add the required options below:

### **2-Positions**

A Position will need to be created first, save the position and then modify this position to create a **Compensation** record (defines how it will be paid).

Please refer to the Positions Chapter in the USPS-R documentation for further help. https://wiki.ssdt-ohio.org/display/uspsrdoc/
Positions

# **3-Payroll Accounts**

Create Payroll Accounts for the employee

• Please refer to the Payroll Accounts Chapter in the USPS-R documentation for further help.

#### **4-Leaves**

A Leave can be entered for the employee that they are eligible for.

Please refer to the Leaves Chapter in the USPS-R documentation for further help. https://wiki.ssdt-ohio.org/display/uspsrdoc/Leaves



If an employee has a new payroll item that needs to be added and the **Payee** information is not currently setup in the system then a new **Payee** re cord will need to be created. This step would needs to be completed first before adding a payroll configuration record.

 Please refer to the Payee Chapter in the USPS-R documentation for further setup assistance. <a href="https://wiki.ssdt-ohio.org/display/uspstcol/">https://wiki.ssdt-ohio.org/display/usp srdoc/Payee</a>

# **6-Payroll Item Configuration**

The Payroll Configuration record will need to added in order to setup the Payroll Item information for an employee.

 Please refer to the Payroll Item Configuration Chapter in the USPS-R documentation for further setup assistance. <a href="https://wiki.ssdt-oh">https://wiki.ssdt-oh</a> io.org/display/uspsrdoc/Payroll+Item+Configuration

### **7-Payroll Items**

Enter in the Payroll Items for the employee.

 Please refer to the Payroll Items Chapter in the USPS-R documentation for further help. https://wiki.ssdt-ohio.org/display/uspsrdoc /Payroll+Items

### 8-Pay Distributions

Create Pay Distributions for the employee, CHECK or/and DIRDEP

 Please refer to the Pay Distributions Chapter in the USPS-R documentation for further help. https://wiki.ssdt-ohio.org/display/uspsr doc/Pay+Distributions

# **Mass Change**

- Adding the Mass Change Module
- Create Mass Change using 'Script Definition'
- Create Mass Change using 'Script Parameters'

The Mass Change option	is available for employees that have the Module

-	Mass Change Service	≤	
			checke

d under the ADMIN/MODULE section. The Mass Change option will then be available to employees with Administrator or Group\_Manager Roles granted under ADMIN/ROLE.

The Mass Change Roles available are:

- ADMIN\_MASSCHANGE
- ADMIN\_MASSCHANGE\_CREATE
- ADMIN\_MASSCHANGE\_DELETE
- ADMIN\_MASSCHANGE\_EXECUTE able to run/execute any pre-existing Mass Change definitions but cannot create new ones to
  execute

+

NON-ADMIN\_MASSCHANGE users will only be able to select existing (saved or predefined) definitions to run

The Mass Change button will be available within most of the Core Menu selections.

#### Adding the Mass Change Module

To add the Mass Change Service module, go to ADMIN/MODULE and click on

Modules					
	Description *2	Installed	Requ*1	Module Id	Module Version =
+	EMIS Contractor Module	0	0	org.ssdt_ohio:usps.emis-contractor	0.18.0.SNAPSHOT
+	Email Notification Services			org.ssdt_ohio:ssdt.common.notification-email	1.19.0.SNAPSHOT
+	File Storage Module			org.ssdt_ohio:ssdt.common.filestorage	1.19.0.SNAPSHOT
+	Http Notification Services	0	0	org.ssdt_ohio:ssdt.common.notification-http	1.19.0.SNAPSHOT
+	LDAP Directory Authentication			org.ssdt_ohio:ssdt.common.authnz-Idap	1.19.0.SNAPSHOT
+	Legacy Password Migration	0	0	org.ssdt_ohio:ssdt.common.authnz-vms	1.19.0.SNAPSHOT
+	Mass Change Service			org.ssdt_ohio:ssdt.common.masschange	1.19.0.SNAPSHOT
+	Twitter Notification Services			org.ssdt_ohio:ssdt.common.notification-twitter	1.19.0.SNAPSHOT
+	USAS Integration Module	0	0	org.ssdt_ohio:usps.usas-integration	0.18.0.SNAPSHOT
+	Windows Active Directory Service Authentication			org.ssdt_ohio:ssdt.common.authnz-ads	1.19.0.SNAPSHOT

Once selected, the

Modules

+

next to the Mass Change Service option:

¥ li	de -Module og sadt_dels self-convernment-hange installed. ROTE: This change may not take full effect entil page in enfreshed. Click here to infesh page.												
	Description	Installed	Required	Module Id	Module Version								
+	EMIS Contractor Module			org.ssdt_ohio:usps.emis-contractor	0.18.0.SNAPSHOT								
+	Email Notification Services	0	0	org.ssdt_ohio:ssdt.common.notification-email	1.19.0.SNAPSHOT								
+	File Storage Module			org.ssdt_ohio:ssdt.common.filestorage	1.19.0.SNAPSHOT								
+	Http Notification Services			org.ssdt_ohio.ssdt.common.notification-http	1.19.0.SNAPSHOT								
+	LDAP Directory Authentication	0		org.ssdt_ohio:ssdt.common.authnz-Idap	1.19.0.SNAPSHOT								
+	Legacy Password Migration			org.ssdt_ohio.ssdt.common.authnz-vms	1.19.0.SNAPSHOT								
-	Mass Change Service		0	org.ssdt_ohio:ssdt.common.masschange	1.19.0.SNAPSHOT								
+	Twitter Notification Services			org.ssdt_ohio:ssdt.common.notification-twitter	1.19.0.SNAPSHOT								
+	USAS Integration Module			org.ssdt_ohio:usps.usas-integration	0.18.0.SNAPSHOT								
+	Windows Active Directory Service Authentication			org.ssdt_ohio:ssdt.common.authnz-ads	1.19.0.SNAPSHOT								
	ACH Submission Module	¥	8	org.ssdt_ohio:usps.ach-submission	0.18.0.SNAPSHOT								
	Affordable Care Reporting Module	8	2	org.ssdt_ohio:usps.afford-reporting	0.18.0.SNAPSHOT								

#### An Info message will appear

Info - Module org.ssdt\_ohio:ssdt.common.masschange installed. NOTE: This change may not take full effect until page is refreshed. Click here to refresh page.

. 'Click on the 'Refresh Page' to finished installing the new Module.

will change to a

Once the process has been installed, you will then see the 'Mass Change' option next to the 'Create' button on most of the Core menu Selections:

#### Example of Positions screen:

- Shiron												
	Create	e 🛛	<b>∡</b> Ma	ass Change			Include Concealed					
			Employee #		Last Name	First Name	Position Position Description		Job Status			
۲	• 2	•	0	232323232	TAYLOR	ELIZABETH	1	PROM DIRECTOR	Active			
	• 2	•	0	333333333	BULLOCK	SANDRA	1	BUS DRIVER	Active			
	• 2		8	44444444	KRAMER	KOSMO	1	SCIENCE TEACHER	Active			
		•	0	555555554	CONNERY	SEAN	1	SUPERINTENDENT	Inactive			
			0	555555555	BUNNY	BUGS	1	SUB CAFETRIA	Inactive			
			0	555555555	BUNNY	BUGS	3	Carrot Caretaker	Active			
			0	656565656	EDWARDS	ANTHONY	1	ATHLETIC DIRECTOR	Active			

Menu Core options that have the 'Mass Change' Available:

**ACH Destination** 

ACH Source

Adjustments

Attendance

Bank Account

EMIS Entry/EMIS Contract Service (CC)

Date Codes

Employee - Under 'Load Definition' option, are Mass Change definitions that are commonly used:

- Change Concealed Flag (SSDT)
- Change Email Direct Deposit Flag (SSDT)

Leaves and Accumulations

#### Pay Group

Payroll Item - Under 'Load Definition' option, are Mass Change definitions that are commonly used:

• Change Rate (SSDT)

Payroll Item Configuration

Position - Under 'Load Definition' option, are Mass Change definitions that are commonly used:

• Clear EMIS Contract Fields (SSDT)

Pay Distributions

Payee

### **Create Mass Change using 'Script Definition'**

- From the Core menu select the record to be changed
   Click on 'Mass Change':
- Po

+ Create CZ Mass Change								
			Employee #	Last Name	First Name	Position	Position Description	Job Status
۲	C.	0	232323232	TAYLOR	ELIZABETH	1	PROM DIRECTOR	Active
۲	8	0	333333333	BULLOCK	SANDRA	1	BUS DRIVER	Active
۲	8	0	44444444	KRAMER	KOSMO	1	SCIENCE TEACHER	Active
۲	8	0	555555554	CONNERY	SEAN	1	SUPERINTENDENT	Inactive

3. Once selected, a box will open at the bottom:

T 010	ate	CS, W	ass Change				Include Concealed	Q III More
			Employee #	Last Name	First Name	Position	Position Description	Job Status
	~		222222222	TAYLOR	FUZABETH	1	PROM DIRECTOR	Activo
-			333333333	BULLOCK	SANDRA	1	BUS DRIVER	Active
-			44444444	KRAMER	KOSMO	1	SCIENCE TEACHER	Active
	2		555555554	CONNERY	SEAN	1	SUPERINTENDENT	Inactive
	2	č	555555555	BUNNY	BUGS	1	SUB CAFETRIA	Inactive
-	2	č	55555555	BUNNY	BUGS	3	Carrot Caretaker	Active
	2	ň	656565656	EDWARDS	ANTHONY	1	ATHLETIC DIRECTOR	Active
	2	ň	666666666	MOORE	DEMI	1	ELEM, SUB TEACHER	Inactive
	2	ň	777777777	GREENSPAN	ALAN	1	TREASURER	Active
	2		777777778	GLOW	MOP	1	CUSTODIAN	Active
	8	ō	848484848	JUNIT1	TEST1	1	JunitTester	Active
	8	0	888888888	ALLEN	TIMOTHY	1	INDUSTRIAL ARTS TEACHER	Active
	8	0	88888888	ALLEN	TIMOTHY	2	Extended time	Inactive
	_		888888889	BROCKOVICH	FRIN	1	HIGH SCHOOL SECRETARY	Active
•	R	•		Diffe diffe filent				
•	ß	0	888888889	BROCKOVICH	ERIN	2	TEST JOB	Active
Cho	CZ CZ ose m	O O ode:	Load Definition	BROCKOVICH	ERIN	2	TEST JOB	Active
Chor M E	C C C C C C C C C C C C C C C C C C C	ode: nance ion Mo	Load Definition Mode	Script Definition (	ERIN HILLA	2	TEST 00	Active Active
Chor M E	ose m laintei xecut Script	ode: nance ion Mo	Assasses Assasses Load Definition Mode de eters Default Value	BROCKOVICH	ERIN HILLA Normal Mode)	2 4 New Value	TEST 000	Active Active
Chor M	Script	ode: nance ion Mo	B3888899 Assesses Mode Default Value	Script Definition () Property	ERIN HHHA	2 4	TEST JOB	Active Active Patients
Chor M	ose m laintei xecut Script	eode: nance ion Mo	Assasses Assasses Assasses Assasses Assasses Assasses Default Value	SorptDefinition (	ERIN ERIN Normal Mode)	2 .		Active Active Definition Name
<ul> <li>Choi</li> <li>M</li> <li>E:</li> </ul>	ose m laintei xecut Script	e e e e	Annonann Lead Definition Mode eters Defaut Value	Sorial Definition	Normal Mode)	Yeev Value	TEST JOB	Active
Chou M E	C ose m lainter xecut Nam	Contraction Mo	B38838389  aaabaaaaaa Load Definition Load Definition eters  Definit Value	Script Definition (	Normal Mode)	2 4 New Value	TEST 108	Active
<ul> <li>Choi</li> <li>M</li> <li>E</li> </ul>	C ose m laintei xecut Script	e e e e e	88888889 annannan Laad Defoilion Mode eters Defuit Value I I I I I I I I I I I I I	Sold Definition (	Normal Mode)	2	TEST JOAN	Active Active Defection Name Save Defection Name Import Definition Import Definition
Chor M E	C ose m lainteixecut	Contraction Mo	Assessesses Assessesses Laad Definition Mode eters Definit Value Definit Value I I I I I I I I I I I I I	Sorigt Definition (	Normal Mode)	2 A	TEST JOB	Active Active Definition Name Definition Import Definition Class Definition

- 4. Select the employees in the grid to be changed before continuing. The Mass Change will change every employee that is listed on the grid otherwise.
- ✓ button 5. From here, select the 'Script Definition' by clicking on the  $\perp$
- 6. Enter in the New Value needed
  - 1. If making the change through the 'Script Definition' option, the 'New Value' needs to be in quotes " ".

2.	At this time you can the Defin	ition Name for later u	use and will be saved under	
	Load Definition			
	payrolimoney1	r	Download Definition	
	email to other employees	option or Select		to save to your desktop and
3.	The Import Definition can be used to	Import a saved defin	ition from an outside source Or	click on
	Clear Definition to start over on your of	hange		

ript Parameters		Script Definition (Normal Mode)		
ame	Default Value	Property	New Value	Definition Name
		payrollMoney1	100"	payrollmoney1
		payrollMoney1		Save Bownload Definition
		payrollMoney2 payrollMoney3		
		payrollMoney4		Import Definition
		payrollText2		
		percent1		Clear Definition
dd Parameter row		percent3		
		personnelCode1		
			170-179/335	

Execution Mode 7. After your change has been entered, select <u>Execution Mode</u>. At this time, employees can be filtered in the grid for the change if not done early. The system will then bring up how many positions will be modified by this change: Γ

		NOTE: Us	e column filte	ring or ad 25 Pos	vanced queries above to select objects for Mass Change. ition objects will be modified.	
8.	Then cli	ck on	ubmit Mass (	Change	to submit changes or select to return to the Grid:	Addina (¥ Cinca
		Maintenance Mode	Mode)	×	25 Position objects will be modified.	
9.	1. The char	nge will be ma	de to all 25 Pos	sitions that	were selected:	

1. Positions Example change:

	Standard Payroll						
	Payroll Code 1	Payroll Code 2	Payroll Code 3	Payroll Code 4	Payroll Date 1	Payroll Date 2	Payroll Money 1
					<b>**</b>	Ê	100.00
	Payroll Money 2	Payroll Money 3	Payroll Money 4	Payroll Text 1	Payroll Text 2		
2	0.00	0.00	0.00	mass	mass3		
Ζ.							

# **Create Mass Change using 'Script Parameters'**

- From the Core menu select the record to be changed
   Click on 'Mass Change':

+0	reate	3° M	ass Change				Include Concealed	Q Bore DReset
			Employee #	Last Name	First Name	Position	Position Description	Job Status
۲	B	Θ	232323232	TAYLOR	ELIZABETH	1	PROM DIRECTOR	Active
۲	ß	0	333333333	BULLOCK	SANDRA	1	BUS DRIVER	Active
۲	ß	0	44444444	KRAMER	KOSMO	1	SCIENCE TEACHER	Active
۲	ß	0	555555554	CONNERY	SEAN	1	SUPERINTENDENT	Inactive
۲	ß	0	55555555	BUNNY	BUGS	1	SUB CAFETRIA	Inactive
۲	ß	0	55555555	BUNNY	BUGS	3	Carrot Caretaker	Active
۲	ß	0	656565656	EDWARDS	ANTHONY	1	ATHLETIC DIRECTOR	Active

3. Once selected, a box will open at the bottom:

	rate	L CS M	ass change					
			Employee #	Last Name	First Name	Position	Position Description	Job Status
_		_						
	8	0	232323232	IAYLOR	ELIZABETH	1	PROM DIRECTOR	Active
•	8	0	333333333	BULLOCK	SANDRA	1	BUS DRIVER	Active
•	8	0	44444444	KRAMER	KOSMO	1	SCIENCE TEACHER	Active
۲	ß	0	555555554	CONNERY	SEAN	1	SUPERINTENDENT	Inactive
•	8	0	55555555	BUNNY	BUGS	1	SUB CAFETRIA	Inactive
•	ß	0	555555555	BUNNY	BUGS	3	Carrot Caretaker	Active
•	ß	0	656565656	EDWARDS	ANTHONY	1	ATHLETIC DIRECTOR	Active
•	ß	0	666666666	MOORE	DEMI	1	ELEM. SUB TEACHER	Inactive
•	8	0	777777777	GREENSPAN	ALAN	1	TREASURER	Active
•	8	0	77777778	GLOW	MOP	1	CUSTODIAN	Active
	ß	0	848484848	JUNIT1	TEST1	1	JunitTester	Active
	8	0	888888888	ALLEN	TIMOTHY	1	INDUSTRIAL ARTS TEACHER	Active
•	8	0	88888888	ALLEN	TIMOTHY	2	Extended time	Inactive
•	ß	0	88888889	BROCKOVICH	ERIN	1	HIGH SCHOOL SECRETARY	Active
•	8	0	88888889	BROCKOVICH	ERIN	2	TEST JOB	Active
•	8	0	88888989	CHILDS	JULIA	1	HEAD COOK	Active
•	8	0	979797979	CLOSE	GLENN	1	PRINCIPAL	Active
•	8	0	99999998	PITT	BRADLEY	1	HIGH SCHOOL FOOTBALL COACH	Active
- T		-	DICODDATA	DiCasara	Mishaal		MuslaarMan	Ashua
• M • E	lainte xecut	tion Mo	Mode de	Script Dafait	on (Normal Mode)			
	Nam	ne	Default Value	Property	(nonia noto)	New Value		Definition Name
					~			
					×			Save 🗟 Download Definition
					~			
								Import Definition
					~			Import Definition
				Add proper	y row			Clear Definition

- Select the employees in the grid to be changed before continuing. The Mass Change will change every employee that is listed on the grid otherwise.
   Enter in the 'Script Parameters' Name (there is no restriction or limit in the 'Name' of the Script parameter)

Execution Mode	payrolicode4	×		
Script Parameters		Script Definition (Normal Mode)		
Name	Default Value	Property	New Value	Definition Name
var1		payrollCode4	var1	payrollcode4
			× [	Save 🗟 Download Definitio
			×	
				Import Definition
		Add property row		Clear Definition
Add Parameter row		Switch to Advanced Mode		

- ~
- 6. From here, select the Script Definition by clicking on the button
  7. Enter in the 'New Value' the 'Name' of the 'Script Parameters'
  1. For example, the Name in the Script Parameters was called 'var1' so the 'New Value' under Script Definition has to match.

8.	At this time you can the Definition Name for later use and will be saved under
	Definition Name
	payrollcode4
	Save Download Definition
	option or Select to save to your desktop and
0	Import Definition can be used to Import a sound definition from an outside source or elistic on to start
9.	over on your change
10.	After your change has been entered, select on 'Execution Mode'. At this time, employees can be filtered in the grid for the change if not
	done early. The system will then bring up how many positions objects will be modified by this change: NOTE: Use column filtering or advanced queries above to select objects for Mass Change. 25 Position objects will be modified.
	1.
11.	Enter in the var1 Value name to be changed or added: (certified). Then click on to submit changes or
	select Close to return to the Grid

e mode: Load Defin ntenance Mode payrolloc cution Mode	ition ode4 🗸		NOTE: Use column filtering or advanced queries above to select objects for Mass Change. 25 Position objects will be modified.		
		Mass Change Parameters			
ript Definition (Normal Mode)					
roperty	New Value	Var 1	certified	Submit Mass Change	
payrollCode4 v	var1				
~					
~					

12. The change will be made to all 25 Positions that were selected: 1.

ositions Examp	le change:					
Standard Payroll						
Payroll Code 1	Payroll Code 2	Payroll Code 3	Payroll Code 4	Payroll Date 1	Payroll Date 2	Payroll Money 1
			certified		<b>***</b>	100.00
Payroll Money 2	Payroll Money 3	Payroll Money 4	Payroll Text 1	Payroll Text 2		
0.00	0.00	0.00	mass	mass3		

# **Home Page**

- Generate Saved Reports
  - Report Options
    Account History Report
  - Example of Account History Report
     Payroll Item Detail
     Example of Payroll Item Detail Report

  - SSDT Audit Trail

The Home option holds 'Predefined' (Report Manager style) reports that have been created by SSDT or by the user and saved as favorite reports:

ho	w Only Favorites	
	Report Name	Username
Ł	Account History Report	SSDT
Ł	Birthday Report	SSDT
Ł	Employee Hired Report	SSDT
Ł	Employee Terminated Report	SSDT
Ł	Payroll Item Detail	SSDT
*	Payroll Item History Report	SSDT
*	SSDT Audit Trail	SSDT

A report can be Imported or Created under th	e Reports/Detail option.	Once the report is Saved,	it will then show under the	'Reports/'Report
Manager' option. Place a check	under the Favorites to h	ave this report show under	the Home/Reports Links F	avorites:

Repo	rt Mana	ger												
	Import	t Repo	ort	Create	Form									m More D Reset
							Favorite	Created by	Report Name	Description	Tags	Report Object	Report Properties	Report Query
	±	۲	8	0	ß	-		SSDT	Account History Report	HistoricalEmployeePay Report		HistoricalEmployeePay	payroll.dateRange.stopDate, e	positionsPaid.accountsCharge
	<u>*</u>	۲		0	đ	상	8	SSDT	Birthday Report	Position Report		Position	customFields.buildingCode.va	buildingCode.eq param("buildi
	±	۲	8	0	6	- 65		SSDT	Employee Hired Report	Position Report		Position	employee.number, employee.n	hireDate.between param("start
	±	۲		0	đ	- 65		SSDT	Employee Terminated Report	Employee Report		Employee	number, name.lastName, nam	terminationDate.between para
	±	۲	ß	0	ð	쓥		SSDT	Payroll Item Detail	Payrollitem Report		Payrollitem	employee.name.nameWithMid	configuration.code.eq param("
	±	۲		0	ø	- 66		SSDT	Payroll Item History Report	HistoricalEmployeePay Report		HistoricalEmployeePay	employeeNumber, name.lastN	payroll.dateRange.startDate.g
	÷	۲	8	0	ð			SSDT	SSDT Audit Trail	RevisionEntity Report		RevisionEntity	timestamp, username, revision	timestamp.between param("sta

## **Generate Saved Reports**

From the Home Menu, click on 'Show All Reports' to show all reports that are available. Click on 'Show Only Favorites' to show only 'Favorite'

reports that were saved. Then select entry out to the report you would like to generate:

eport Links	
Oberry All Demester	
Show all Poporte	
Show All Reports	
Report Name	Username

### **Report Options**

Format:

- PDF (download)
- PDF (inline)
- Comma Separated Values
- Excel
- View (html)
- Plain Text
- XML
- Jasper Report Design
- Excel-DataExcel-FieldNames

#### Page Size:

- Letter
- Legal
- Halfletter
- Note
- Ledger

#### Orientation:

- Portrait
- Landscape

Name: The default is "DetailReport", but can be modified.

#### Specific Configuration Code: (for Payroll Item Detail report)

The Payroll Item Detail report can be generated for only Specific Configuration Codes by entering them on the provided lines:

	Query Parameters
Specific Configuration Code	
	🛓 Generate Report

#### **Query Parameters:**

Start and End Date: Enter in a Start and Stop date as 00/00/0000 or Date Shortcuts can be used:

Date short cuts that have been implemented in the redesign:

- YeaR (Calendar)
  - Y Jan 1 of current calendar year
  - R Dec 31 of current calendar year
- FiscaL
  - F July 1 of current fiscal year
  - L June 30 of current fiscal year
- MontH (based on current system date)
  - M first of current month
    - H last day of current month
- WeeK
  - W Sunday
  - K Saturday
- PerioD (Posting Period)
  - P first day of current posting period
  - D last day of current posting period
- QUarter
  - Q first day of quarter
  - U last day of quarter
- T today
- + tomorrow- yesterday
- ycold

Note:

- should be able to support mmdd assume the current period's calendar year
- case insensitive
- you can use these shortcuts in combination with actual dates
  - to get the month of November using between operator: 11/01/2014, h
  - assumption is November is the current month

Username: The Username of the employee running the report needs to be entered when running the SSDT Audit Trail:

Username		
	🛓 Generate Report	
	_	

Once all desired options have been added, select

🛓 Generate Report

# **Account History Report**

Generate Report						
Account Histor	y Report		~			
	Report Options					
Format:	PDF (download)	$\checkmark$				
Page Size:	LETTER 🗸					
Orientation:	PORTRAIT 🗸					
Name:	DetailReport					
	Query Parameters					
Start Date	m					
End Date	h					
	🕹 Generate Report					

Example of Account History Report

## 5/3/17 9:03 AM

# DetailReport

Stop Date	Report Name		Positions Paid	
Employee Number:	ANON128			
1/25/2017	Dean Carmen Lindsey	Position Number: 1		
		Expenditure Account	Amount Charged	Percentage To Calculate Chargable Amount
		001-2700-142-0000-000000- 000-00-000	\$ 74.24	100.00
Employee Number:	ANON130			
1/25/2017	Destiny Carolyn Jacobson	Position Number: 1		
		Expenditure Account	Amount Charged	Percentage To Calculate Chargable Amount
		001-2510-149-0000-000000- 300-00-000	\$ 1,008.13	100.00
		Position Number: 3		
		Expenditure Account	Amount Charged	Percentage To Calculate Chargable Amount
		001-2510-149-0000-000000- 300-00-000	\$ 359.68	100.00
		Position Number: 4		
		Expenditure Account	Amount Charged	Percentage To Calculate Chargable Amount
		001-2510-149-0000-000000- 300-00-000	\$ 50.00	100.00
1/9/2017	Destiny Carolyn Jacobson	Position Number: 1		
		Expenditure Account	Amount Charged	Percentage To Calculate Chargable Amount
		001-2510-149-0000-000000- 300-00-000	\$ 837.96	100.00
		Position Number: 3		
		Expenditure Account	Amount Charged	Percentage To Calculate Chargable Amount
		001-2510-149-0000-000000- 300-00-000	\$ 359.68	100.00
		Position Number: 4		
		Expenditure Account	Amount Charged	Percentage To Calculate Chargable Amount
		001-2510-149-0000-000000- 300-00-000	\$ 50.00	100.00
Employee Number:	ANON132			
1/9/2017	Richard Paula Bean	Position Number: 8		
		Expenditure Account	Amount Charged	Percentage To Calculate Chargable Amount
		001-1100-119-0000-000000- 000-00-000	\$ 250.00	100.00
Employee Number:	ANON139			
1/25/2017	Pete Brenda Wade	Position Number: 1		
		Expenditure Account	Amount Charged	Percentage To Calculate Chargable Amount
		000-00-000	\$ 270.00	100.00
Employee Number:	ANON143			
1/9/2017	Tyler Eugene Simon	Position Number: 1 Expenditure Account	Amount Charged	Percentage To Calculate
		001-2822-141-0000-000000-	\$ 647.54	100.00
		Position Number: 3		
		Expenditure Account	Amount Charged	Percentage To Calculate Chargable Amount
		001-2822-141-0000-000000- 000-00-000	\$ 37.50	100.00

# Payroll Item Detail

Generate Report		+ ×
Payroll Item Detail	~	
	Report Options	
Format:	PDF (download)	$\sim$
Page Size:	LETTER 🗸	
Orientation:	PORTRAIT 🗸	
Name:	DetailReport	
	Query Parameters	
Specific Configuration Code		
	🕹 Generate Report	

Example of Payroll Item Detail Report

# 4/11/17 8:53 AM DetailReport

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Number         55555555           BUNNY, BUG9 E.         001         Table         0.00         EveryPay           002         Table         0.00         0.00         EveryPay           004         Percent         0.00         EveryPay           400         Percent         0.00         EveryPay           500         Percent         0.00         EveryPay           Number         65555555         EveryPay           Number         6555555         EveryPay           Number         6555555         EveryPay           Number         6555555555         EveryPay           001         Table         0.00         EveryPay           002         Table         0.00         EveryPay           004         Percent         0.00         EveryPay           004         Percent         0.00         EveryPay           Number         666666666         EveryPay           005         Table         0.00         EveryPay           006         Percent         0.00         EveryPay           005         Percent         0.00         EveryPay           005         Percent         0.00         EveryPay </td <td></td> <td>691</td> <td></td> <td>Percent</td> <td>9.30</td> <td></td> <td>EveryPay</td> <td></td> <td></td> <td></td>		691		Percent	9.30		EveryPay			
BUNNY, BUNSY, BUOS E.         001         Table         0.00         EveryPay           002         Table         0.00         0.00         EveryPay           004         Percent         0.00         EveryPay           690         Percent         8.00         14.00 EveryPay           590         Percent         8.00         EveryPay           Number         656565656         U         EveryPay           001         Table         0.00         EveryPay           002         Table         0.00         EveryPay           004         Percent         0.50         0.00         EveryPay           002         Table         0.00         0.00         EveryPay           004         Percent         0.50         0.00         EveryPay           004         Percent         0.00         EveryPay           004         Percent         0.00         EveryPay           1000         Percent         0.00         EveryPay           001         Table         0.00         EveryPay           1000         Percent         0.00         EveryPay           1000         Percent         8.30         EveryPay <td>Numberi</td> <td></td> <td>555555555</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Numberi		555555555							
Odd         Factor         Odd         Factor         Odd         Factor           004         Percent         0.00         EveryPey           800         Percent         0.00         EveryPey           Number         65656565         Percent         0.00         EveryPey           001         Table         0.00         EveryPey           002         Table         0.00         EveryPey           004         Percent         0.50         EveryPey           002         Table         0.00         EveryPey           004         Percent         0.50         EveryPey           004         Percent         0.50         EveryPey           004         Percent         0.50         EveryPey           000         Percent         0.00         EveryPey           NOORE         Percent         0.00         EveryPey           001         Table         0.00         EveryPey           030         Percent         0.00         EveryPey           031         Percent         0.00         EveryPey           032         Percent         0.00         EveryPey           0450         Percent	BUCS E.	001		Table	0.00	0.00	EveryPay			
400         Percent         8.00         14.00 EveryPay           S80         Percent         8.00         EveryPay           Numberi         65856565         EveryPay           EDWARD0, 001         Table         0.00         EveryPay           002         Table         0.00         0.00         EveryPay           003         Table         0.00         0.00         EveryPay           004         Percent         0.50         0.00         EveryPay           005         Percent         0.50         0.00         EveryPay           006         Percent         0.50         0.00         EveryPay           007         Percent         0.50         0.00         EveryPay           008         Percent         0.00         EveryPay           008         Percent         0.00         EveryPay           008         Percent         0.00         EveryPay           450         Percent         0.00         EveryPay           450         Percent         0.00         EveryPay           450         Percent         0.00         EveryPay           51         Percent         0.00         EveryPay		001		Percent	0.50	0.00	EveryPay			
580         Percent         8.00         EveryPay           Number         65656565		<del>1</del> 00		Percent	9.00		14.00 EveryPay			
Numberi         656656565           BDWARD9, ANTHONY D.         00         Table         0.00         EveryPay           00         Table         0.00         EveryPay           00         Percent         0.00         EveryPay           400         Percent         0.00         EveryPay           400         Percent         0.00         EveryPay           Numberi         666666666         Percent         0.00           MOORA         Table         0.00         EveryPay           002         Table         0.00         EveryPay           003         Table         0.00         EveryPay           004         Percent         0.00         EveryPay           005         Table         0.00         EveryPay           006         Percent         0.00         EveryPay           007         Percent         0.00         EveryPay           108         Percent         8.00         EveryPay           109         Percent         8.00         EveryPay           100         Percent         8.00         EveryPay           109         Percent         8.00         EveryPay           10		590		Percent	9.00		EveryPay			
BDWARD6, ANTHONYD.         001         Table         0.00         EveryPay           ANTHONYD.         002         Table         0.00         EveryPay           004         Percent         0.50         0.00         EveryPay           400         Percent         0.00         EveryPay           580         Percent         0.00         EveryPay           Numberi         666666666         U         EveryPay           MOORE, DEMIH.         001         Table         0.00         EveryPay           003         Percent         0.00         EveryPay           MOORE, DEMIH.         001         Table         0.00         EveryPay           003         Percent         0.00         EveryPay           450         Percent         0.00         EveryPay           631         Percent         0.00         EveryPay           Numberi         67777777         Table         0.00         2.75         EveryPay           Numberi         777777777         Table         0.00         EveryPay           CREENSPAN, 01         Table         0.00         EveryPay	Numberi		656565656							
002         1able         0.00         0.00         EveryPay           004         Percent         0.00         EveryPay           600         Percent         0.00         EveryPay           580         Percent         8.00         EveryPay           002         Table         0.00         EveryPay           003         Percent         0.00         EveryPay           004         Percent         0.00         EveryPay           005         OU         Table         0.00         EveryPay           003         Percent         1.00         0.00         EveryPay           003         Percent         0.00         EveryPay         EveryPay           650         Percent         0.00         EveryPay           150         Percent         0.00         EveryPay           450         Percent         9.30         EveryPay           781         Percent         9.30         EveryPay           Numberi         677777777         Test, enployee         EveryPay           Numberi         77777777         Table         0.00         25.00         EveryPay           ALAN E.         Table         0.00	EDWARDS, ANTHONY D.	001		Table	0.00		EveryPay			
Internation         Date		002		Percent	0.00	0.00	EveryPay			
580Percent8.00EveryPayNumberi66666666EveryPayMOORE, DEMI H.001Table0.00EveryPay002Table0.000.00EveryPay003Percent1.000.00EveryPay450Percent0.0014.00 EveryPay581Percent9.30EveryPay581Percent9.30EveryPay7est, 001Table0.002.75EveryPayNumberi77777777CREENSPAN, 001Table0.00ALAN E.		400		Percent	0.00	0.00	14.00 EveryPay			
Numberi         666666666           MOORE, DEMIH.         001         Table         0.00         EveryPey           002         Table         0.00         0.00         EveryPey           003         Percent         1.00         0.00         EveryPey           450         Percent         0.00         EveryPey           581         Percent         9.30         EveryPey           581         Percent         9.30         EveryPey           7est, Employee         001         Table         0.00         2.75         EveryPey           Numberi         77777777         Test, Employee         0.00         25.00         EveryPey           CREENOPAN, 001         Table         0.00         25.00         EveryPey		590		Percent	9.00		EveryPay			
MOORE, DEMIH.         001         Table         0.00         EveryPay           002         Table         0.00         0.00         EveryPay           003         Percent         1.00         0.00         EveryPay           450         Percent         0.00         EveryPay           581         Percent         9.30         EveryPay           Numberi         67777777         Test, Employee         0.01         Table         0.00         2.75         EveryPay           Numberi         77777777         Table         0.00         25.00         EveryPay           ALAN E.         Table         0.00         25.00         EveryPay	Numberi		666666666							
002         Table         0.00         0.00         EveryPay           003         Percent         1.00         0.00         EveryPay           450         Percent         0.00         14.00 EveryPay           591         Percent         8.30         EveryPay           Number:         67777777         Test, Employee         0.00         2.75         EveryPay           Number:         77777777         Table         0.00         25.00         EveryPay           ALAN E.         Table         0.00         26.00         EveryPay	MOORE, DEMI H.	001		Table	0.00		EveryPay			
Outs         Percent         1.00         0.00         EveryPay           450         Percent         0.00         14.00 EveryPay           581         Percent         9.30         EveryPay           Numberi         677777777         EveryPay           Test,         001         Table         0.00         2.75         EveryPay           Numberi         77777777         CREENSPAN, 001         Table         0.00         25.00         EveryPay           ALAN E.         Table         0.00         25.00         EveryPay		002		Table	0.00	0.00	EveryPay			
Solution     Factoring     0.00     Factoring       581     Percent     9.30     EveryPay       Numberi     67777777     0.00     2.75     EveryPay       Employee     77777777     CREENSPAN, 001     Table     0.00     25.00     EveryPay       ALAN E.     Table     0.00     25.00     EveryPay		450		Percent	1.00	0.00	EveryPay			
Numberi         67777777           Test,         001         Table         0.00         2.75         EveryPay           Employee         Numberi         77777777         CREENSPAN, 001         Table         0.00         25.00         EveryPay           ALAN E.         Table         0.00         25.00         EveryPay		591		Percent	9,30		EveryPay			
Test, 001 Table 0.00 2.75 EveryPay Employee Number: 777777777 CREENSPAN, 001 Table 0.00 25.00 EveryPay ALAN E.	Numberi		67777777							
Numberi         77777777           GREENSPAN, 001         Table         0.00         25.00         EveryPay           ALAN E.	Test, Employee	001		Table	0.00	2.75	EveryPay			
GREENSPAN, 001 Table 0.00 25.00 EveryPay ALAN E.	Numberi		77777777							
	CREENSPAN, ALAN E.	001		Table	0.00	25.00	EveryPay			

Initial		ode Position	Rate Type	Rate	Additional	Employer Pay Cycle	Max Amount Start Stop Date
		Number			Vith Holding	Rate	Date
	002		Table	0.00	\$ 20.00	EveryPay	1/12/2010 12/28/201 0
	003		Percent	1.00	0.00	EveryPay	11/12/200 8/24/2008 7
	390		Percent	2.00	10.00	EveryPay	1/1/2010 12/31/201 0
	400 583		Percent	0.00		14.00 EveryPay FirstPay	2/20/2004 8/21/2010 500.00 10/24/200 7/12/2008
	594		Fixed	60.00		FirstPev	1 500.00 11/12/200 11/15/200
	627		Fixed	100.00		0.00 FirstPay	1 6 5,000.00 12/15/200 8/28/2005
	640		Fixed	50.00		20.00 FirstPay	1 500.00 5/6/2007 6/8/2008
	650		Fixed	50.00		FirstPay	5,000.00 1/1/2000 12/20/200
	688		Fixed	20.00		5.00 FirstPay	400.00 1/8/2008 5/5/2009
	690		Percent	9.00		EveryPay	
	682		Table	1.16		1.to EveryPay FirstPay	5/21/2000 6/27/2006
Numberi	000	77777778	Place	10.00		ensie by	122/2000 012/2000
CLOW, MOP N.	001		Table	0.00		EveryPay	
	002		Table	0.00	0.00	EveryPay	
	004		Percent	0.50	0.00	EveryPay	
	390		Percent	2.00	8.00	EveryPay	2/22/2008 7/28/2010
	400		Percent	0.00		14.00 EveryPay	
	590		Percent	9.00		EveryPay	
ALLEN,	001	88888888	Table	0.00		EveryPey	
Indotat M.	002		Table	0.00	0.00	EveryPay	
	003		Percent	1.00	0.00	EveryPay	
	450		Percent	0.00		14.00 EveryPay	
	520		Fixed	75.00		EveryPay	
	591		Percent	9.30		EveryPay	
	605		Fixed	100.00		100.00 FirstAndSecon dPay	
	682		Table	1.75		1.46 EveryPay	
Number		00000000					
Numberi BROCKOVICH , ERIN H.	001	88888889	Table	0.00		EveryPay	
Numberi BROCKOVICH , ERIN H.	001	8888889	Table Table	0.00	0.00	EveryPay EveryPay	
Numberi BROCKOVICH , ERIN H.	001 002 00 <del>1</del>	88888889	Table Table Percent	0.00 0.00 0.50	0.00	EveryPay EveryPay EveryPay	
Numberi BROCKOVICH , ERIN H.	001 002 00 <del>1</del> 00 <del>1</del>	88888889	Table Table Percent Percent	0.00 0.00 0.50 10.00	0.00 0.00 0.00	EveryPay EveryPay EveryPay EveryPay	
Numberi BROCKOVICH , ERIN H.	001 002 004 008 400 508	88888889	Table Table Percent Percent Percent Fixed	0.00 0.50 10.00 0.00 5.00	0.00 0.00 0.00	EveryPay EveryPay EveryPay EveryPay 14.00 EveryPay 2.00 FirstAndSecon	5/5/2005 4/16/2006
Numberi BROCKOVICH , ERIN H.	001 002 004 008 400 508	88888889	Table Table Percent Percent Percent Pixed	0.00 0.50 10.00 5.00	0.00 0.00 0.00	EveryPay EveryPay EveryPay EveryPay 14.00 EveryPay 2.00 FirstAndSecon dPay	5/5/2005 <b>4</b> /16/2008
Numberi BROCKOVICH , ERIN H.	001 002 004 008 400 508 590	88888889	Table Table Percent Percent Percent Percent	0.00 0.50 10.00 5.00 8.00	0.00 0.00 0.00	EveryPay EveryPay EveryPay EveryPay 14.00 EveryPay 2.00 FirstAndSecon dPay EveryPay EveryPay	5/5/2005 <b>4</b> /16/2006
Numberi BROCKOVICH , ERIN H.	001 002 004 008 400 508 590 593	88888889	Table Table Percent Percent Percent Pixed Percent Pixed Pixed	0.00 0.50 10.00 5.00 8.00 12.00	0.00 0.00 0.00	EveryPay EveryPay EveryPay 14.00 EveryPay 2.00 FirstAndSecon dPay EveryPay FirstPay EveryPay	5/5/2005 ±/18/2006 200.00 ±/5/2005 8/8/2008 200.00
Numberi BROCKOVICH , ERIN H.	001 002 004 008 400 508 590 593 594 627	88888889	Table Table Percent Percent Percent Pixed Pixed Pixed Pixed	0.00 0.60 10.00 5.00 8.00 12.00 10.00 200.00	0.00 0.00 0.00	EveryPay EveryPay EveryPay EveryPay 14.00 EveryPay 2.00 FirstAndBecon dPay EveryPay FirstPay FirstPay 0.00 FirstPay	5/5/2005 ±/16/2006 200.00 ±/5/2005 8/8/2009 200.00 6,000.00 10/15/200 ±/25/2008
Numberi BROCKOVICH , ERIN H.	001 002 004 008 400 508 590 593 594 627 640	88888889	Table Table Percent Percent Percent Pixed Pixed Pixed Pixed Pixed	0.00 0.60 10.00 5.00 8.00 12.00 10.00 200.00 ±0.00	0.00 0.00 0.00	EveryPay EveryPay EveryPay EveryPay 14.00 EveryPay 2.00 FirstAndBecon dPay EveryPay FirstPay FirstPay 0.00 FirstPay 10.00 FirstPay	5/5/2005 4/18/2008 200.00 4/5/2005 8/8/2009 200.00 6,000.00 10/15/200 4/25/2008 1 600.00 9/8/2005 7/4/2008
Numberi BROCKOVICH , ERIN H.	001 002 004 008 400 508 590 593 594 627 640 650	88888889	Table Table Percent Percent Pixed Percent Pixed Pixed Pixed Pixed Pixed	0.00 0.60 10.00 5.00 8.00 12.00 10.00 200.00 ±0.00	0.00 0.00 0.00	EveryPay EveryPay EveryPay EveryPay 14.00 EveryPay 2.00 FirstAndBecon dPay EveryPay FirstPay FirstPay 0.00 FirstPay 10.00 FirstPay FirstPay	5/5/2005 4/16/2006 200.00 4/5/2005 8/9/2009 200.00 6,000.00 10/15/200 4/25/2008 600.00 9/8/2005 7/4/2008 560.00 5/8/2002 6/8/2008
Numberi BROCKOVICH , ERIN H.	001 002 004 008 400 508 590 593 594 627 640 650 688	88888889	Table Table Percent Percent Pixed Percent Pixed Pixed Pixed Pixed Pixed Pixed Pixed	0.00 0.60 10.00 5.00 8.00 12.00 10.00 200.00 40.00 50.00	0.00 0.00 0.00	EveryPay EveryPay EveryPay EveryPay 14.00 EveryPay 2.00 FirstAndSecon dPay EveryPay FirstPay FirstPay 0.00 FirstPay 10.00 FirstPay EveryPay 25.00 FirstPay	5/5/2005 4/16/2006 200.00 4/5/2005 8/9/2009 200.00 5,000.00 10/15/200 4/25/2008 1 600.00 8/8/2005 7/4/2008 560.00 5/8/2002 6/8/2008 500.00 7/6/2004 2/5/2007
Numberi BROCKOVICH , ERIN H.	001 002 004 008 400 508 593 594 627 640 650 688 693	88888889	Table Table Percent Percent Fixed Percent Fixed Fixed Fixed Fixed Fixed Fixed Fixed Fixed Fixed Fixed	0.00 0.60 10.00 5.00 12.00 10.00 200.00 40.00 50.00 3.00	0.00	EveryPay EveryPay EveryPay EveryPay 14.00 EveryPay 2.00 FirstAndSecon dPay EveryPay FirstPay 0.00 FirstPay 10.00 FirstPay 25.00 FirstPay 25.00 FirstPay 5.45 EveryPay	5/5/2005 4/16/2006 200.00 4/5/2005 8/9/2009 200.00 6,000.00 10/15/200 4/25/2008 600.00 5/8/2005 7/4/2008 560.00 5/8/2002 6/8/2008 500.00 7/6/2004 2/5/2007 1/5/2002 6/8/2005
Numberi BROCKOVICH , ERIN H.	001 002 004 008 400 508 590 693 594 627 640 650 688 693 699	88888889	Table Table Percent Percent Pixed Pixed Pixed Pixed Pixed Pixed Pixed Pixed Pixed Pixed Pixed Pixed	0.00 0.60 10.00 5.00 12.00 10.00 200.00 40.00 50.00 3.00 10.00	0.00	EveryPay EveryPay EveryPay EveryPay 14.00 EveryPay 2.00 FirstAndSecon dPay EveryPay FirstPay 0.00 FirstPay 10.00 FirstPay 25.00 FirstPay 25.00 FirstPay 5.45 EveryPay FirstPay	5/5/2005 4/16/2006 200.00 4/5/2005 8/9/2009 200.00 6,000.00 10/15/200 4/25/2008 600.00 5/8/2005 7/4/2008 560.00 5/8/2002 6/8/2008 500.00 7/6/2004 2/5/2007 1/5/2002 6/8/2005 12/1/2009 11/30/201
Numberi BROCKOVICH , ERIN H.	001 002 004 008 400 508 590 593 594 627 640 650 688 693 699	8888888989	Table Table Percent Percent Pixed Pixed Pixed Pixed Pixed Pixed Pixed Pixed Pixed Pixed	0.00 0.60 10.00 5.00 12.00 10.00 200.00 40.00 50.00 3.00 10.00	0.00	EveryPay EveryPay EveryPay EveryPay 14.00 EveryPay 2.00 FirstAndSecon dPay EveryPay FirstPay 0.00 FirstPay 10.00 FirstPay 25.00 FirstPay 25.00 FirstPay 5.45 EveryPay FirstPay	5/5/2005 4/16/2006 200.00 4/5/2005 8/9/2009 200.00 6,000.00 10/15/200 4/25/2008 600.00 5/8/2005 7/4/2008 560.00 5/8/2002 6/8/2008 500.00 7/6/2004 2/5/2007 1/5/2002 6/8/2005 12/1/2009 11/30/201 0
Numberi BROCKOVICH , ERIN H. ERIN H. CHILDS, JULIA M.	001 002 004 008 400 508 590 593 594 627 640 650 650 688 693 699 001	88888889	Table Table Percent Percent Pixed Pixed Pixed Pixed Pixed Pixed Pixed Pixed Pixed Pixed Pixed	0.00 0.50 10.00 5.00 12.00 10.00 200.00 40.00 50.00 3.00 10.00	0.00	EveryPay EveryPay EveryPay EveryPay 14.00 EveryPay 2.00 FirstAndSecon dPay EveryPay FirstPay 0.00 FirstPay 0.00 FirstPay 25.00 FirstPay 25.00 FirstPay 5.45 EveryPay FirstPay	5/5/2005 4/18/2008 200.00 4/5/2005 8/8/2008 200.00 6,000.00 10/15/200 4/25/2008 1 600.00 8/8/2005 7/4/2008 560.00 5/8/2002 6/8/2008 500.00 7/6/2004 2/5/2007 1/5/2002 6/8/2005 12/1/2009 11/30/201 0
Numberi BROCKOVICH , ERIN H. , ERIN H. UNIN H. SUILA M.	001 002 004 008 400 508 590 593 594 627 640 650 688 693 699 001 002	888888989	Table Table Percent Percent Pixed Pixed Pixed Pixed Pixed Pixed Pixed Pixed Pixed Pixed Table Table	0.00 0.50 10.00 5.00 12.00 10.00 200.00 40.00 50.00 3.00 10.00 0.00	0.00 0.00	EveryPay EveryPay EveryPay EveryPay 14.00 EveryPay 2.00 FirstAndsecon dPay EveryPay FirstPay 0.00 FirstPay 0.00 FirstPay 25.00 FirstPay 5.45 EveryPay FirstPay EveryPay EveryPay	5/5/2005 ±/18/2008 200.00 ±/5/2005 8/8/2008 200.00 6,000.00 10/15/200 ±/25/2008 1 800.00 8/8/2005 7/±/2008 560.00 5/8/2002 6/8/2008 500.00 7/6/2004 2/5/2007 1/5/2002 6/8/2005 12/1/2009 11/30/201 0
Numberi BROCKOVICH , ERIN H. Kumberi CHILDS, JULIA M.	2 001 002 004 008 400 508 590 593 594 627 640 650 688 693 699 001 002 400	888888989	Table Table Percent Percent Pixed	0.00 0.00 0.00 5.00 9.00 12.00 10.00 200.00 40.00 40.00 50.00 3.00 10.00 0.00 0.00	0.00 0.00	EveryPay EveryPay EveryPay EveryPay 14.00 EveryPay 2.00 FirstAndBecon dPay EveryPay FirstPay 0.00 FirstPay 0.00 FirstPay 25.00 FirstPay 25.00 FirstPay 5.45 EveryPay FirstPay EveryPay EveryPay EveryPay 14.00 EveryPay	5/5/2005 4/16/2006 200.00 4/5/2005 8/9/2008 200.00 6,000.00 10/15/200 4/25/2008 1 600.00 9/8/2005 7/4/2008 560.00 5/8/2002 6/8/2008 500.00 7/6/2004 2/5/2007 1/5/2002 6/8/2005 12/1/2009 11/30/201 0
Numberi BROCKOVICH , ERIN H. Vumberi CHILDS, JULIA M. Numberi CLOSE, CLOSE,	001 002 004 008 400 508 590 593 594 627 640 650 688 693 699 001 002 400 001	888888989 888888989 979797979	Table Table Percent Percent Pixed Pixed Pixed Pixed Pixed Pixed Pixed Pixed Pixed Pixed Pixed Pixed Pixed Pixed Pixed Pixed Percent Pixed Table Percent	0.00 0.60 10.00 5.00 12.00 12.00 10.00 200.00 40.00 50.00 3.00 10.00 0.00 0.00	0.00	EveryPay EveryPay EveryPay EveryPay 14.00 EveryPay 2.00 FirstAndSecon dPay EveryPay FirstPay 0.00 FirstPay 0.00 FirstPay 26.00 FirstPay 26.00 FirstPay 5.45 EveryPay FirstPay EveryPay EveryPay 14.00 EveryPay	5/5/2005 4/16/2006 200.00 4/5/2005 8/9/2009 200.00 6,000.00 10/15/200 4/25/2008 1 600.00 9/8/2005 7/4/2008 560.00 5/8/2002 6/8/2008 500.00 7/6/2004 2/5/2007 1/5/2002 6/8/2005 12/1/2009 11/30/201 0
Numberi BROCKOVICH , ERIN H. CHILDS, JULIA M. Numberi CLOSE, CLENN A.	001 002 004 008 400 508 590 593 594 627 640 650 688 699 001 002 400 001 002	8888888989 888888989 979797979	Table Table Percent Percent Pixed Table Table Table Table	0.00 0.00 0.00 5.00 10.00 5.00 12.00 10.00 200.00 40.00 40.00 50.00 3.00 10.00 0.00 0.00 0.00	0.00 0.00	EveryPay EveryPay EveryPay EveryPay 14.00 EveryPay 2.00 FirstAndSecon dPay EveryPay FirstPay 0.00 FirstPay 10.00 FirstPay 26.00 FirstPay 26.00 FirstPay 5.45 EveryPay EveryPay EveryPay 14.00 EveryPay	5/5/2005 4/16/2006 200.00 4/5/2005 8/8/2009 200.00 6,000.00 10/15/200 4/25/2008 1 600.00 9/8/2005 7/4/2008 560.00 5/8/2002 6/8/2008 500.00 7/6/2004 2/5/2007 1/5/2002 6/8/2005 12/1/2009 11/30/201 0
Numberi BROCKOVICH , ERIN H. KUMBERI CHILDS, JULIA M. Numberi CLOBE, CLENN A.	001 002 004 008 400 508 590 593 594 627 640 650 688 699 001 002 400 001 002 003	8888888989	Table Table Percent Percent Pixed Table Table Table Table Table Percent	0.00 0.00 0.00 5.00 10.00 5.00 12.00 10.00 200.00 40.00 40.00 50.00 3.00 10.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00	EveryPay EveryPay EveryPay EveryPay 14.00 EveryPay 2.00 FirstAndSecon dPay FirstPay FirstPay 0.00 FirstPay 10.00 FirstPay 25.00 FirstPay 25.00 FirstPay 5.45 EveryPay FirstPay EveryPay EveryPay EveryPay EveryPay EveryPay	5/5/2005 4/18/2008 200.00 4/5/2005 8/8/2009 200.00 6,000.00 10/15/200 4/25/2008 1 600.00 9/8/2005 7/4/2008 560.00 5/8/2002 6/8/2008 500.00 7/6/2004 2/5/2007 1/5/2002 6/8/2005 12/1/2009 11/30/201 0
Numberi BROCKOVICH , ERIN H. Numberi CHILD3, JULIA M. Numberi CLOBE, CLENN A.	001 002 004 008 400 508 590 593 594 627 640 650 688 699 001 002 400 001 002 400 001	8888888989 888888989	Table Table Percent Percent Pixed Table Table Table Table Table Percent Pixent Percent	0.00 0.00 0.00 5.00 10.00 5.00 12.00 10.00 200.00 40.00 50.00 3.00 10.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00	EveryPay EveryPay EveryPay EveryPay 14.00 EveryPay 2.00 FirstAndSecon dPay EveryPay FirstPay 0.00 FirstPay 10.00 FirstPay 25.00 FirstPay 25.00 FirstPay 5.45 EveryPay FirstPay EveryPay EveryPay EveryPay EveryPay EveryPay EveryPay	5/5/2005 4/16/2006 200.00 4/5/2005 8/9/2009 200.00 6,000.00 10/15/200 4/25/2008 1 600.00 5/8/2005 7/4/2008 560.00 5/8/2002 6/8/2008 560.00 7/6/2004 2/5/2007 1/5/2002 6/8/2005 12/1/2009 11/30/201 0

Name With Middle Initial		Code	Position Number	Rate Type	Rate	Additional With Holding	Employee Rate	Pay Cycle	Max Amount	Start Date	Stop Date
Numberi		99999	89998								
PITT, BRADLEY A.	001			Table	0.00		1	EveryPay			
	002			Table	0.00	0.00	1	EveryPay			
	400			Percent	0.00		14.001	EveryPay			
	590			Percent	9.00		1	EveryPay			
Numberi		DICO	0010								
DiCesare, Michael	501			Fixed	10.00		0.001	FirstPay	15.00	4/1/2007	
Numberi		EMPV	VITHID								
HAWN, COLDIE A.	001			Table	0.00		1	EveryPay			
	002			Table	0.00	0.00	1	EveryPay			
	001			Percent	0.50	0.00	1	EveryPay			
	400			Percent	9.00		14.001	EveryPay			
	800			Percent	0.50	0.00	1	EveryPay			
	801			Percent	0.75	0.00	1	EveryPay			
Numberi		FURY	00001								
Fury, Niek	001			Table	0.00		1	EveryPay			
	002			Table	0.00	0.00	1	EveryPay			
	400			Percent	0.00		14.001	EveryPay			
	590			Percent	10.00		1	EveryPay			

## **SSDT Audit Trail**

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