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.

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

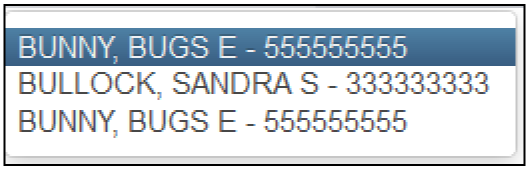
Employee Dashboard

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

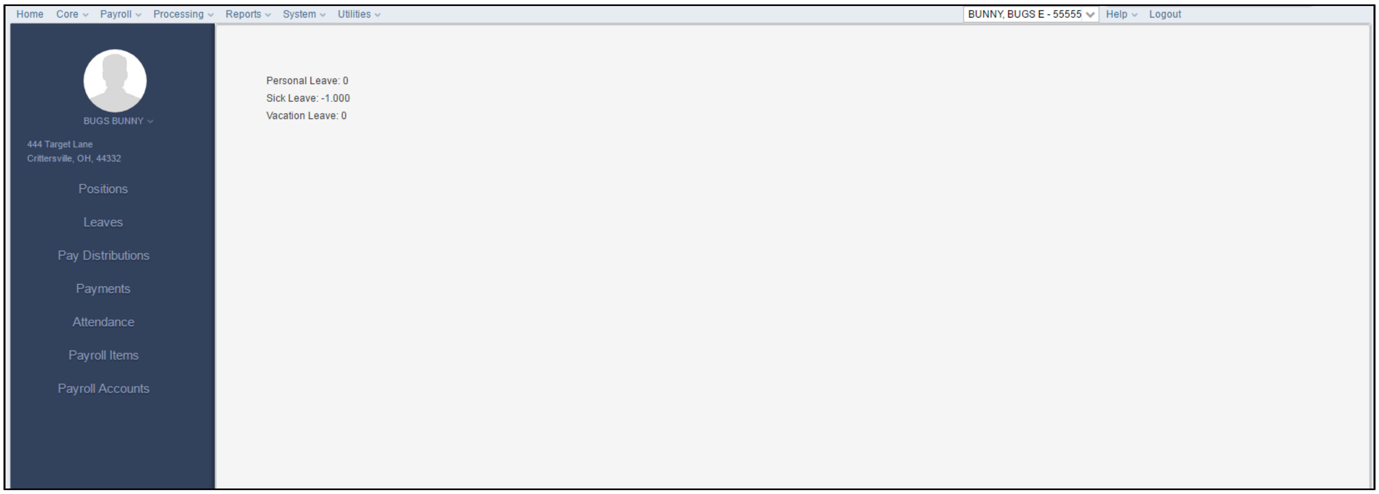
The functionality of the Employee Dashboard is used to access information regarding a specific employee.

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



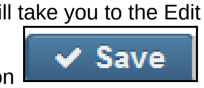
You will then see multiple screens of information pertaining to this employee:

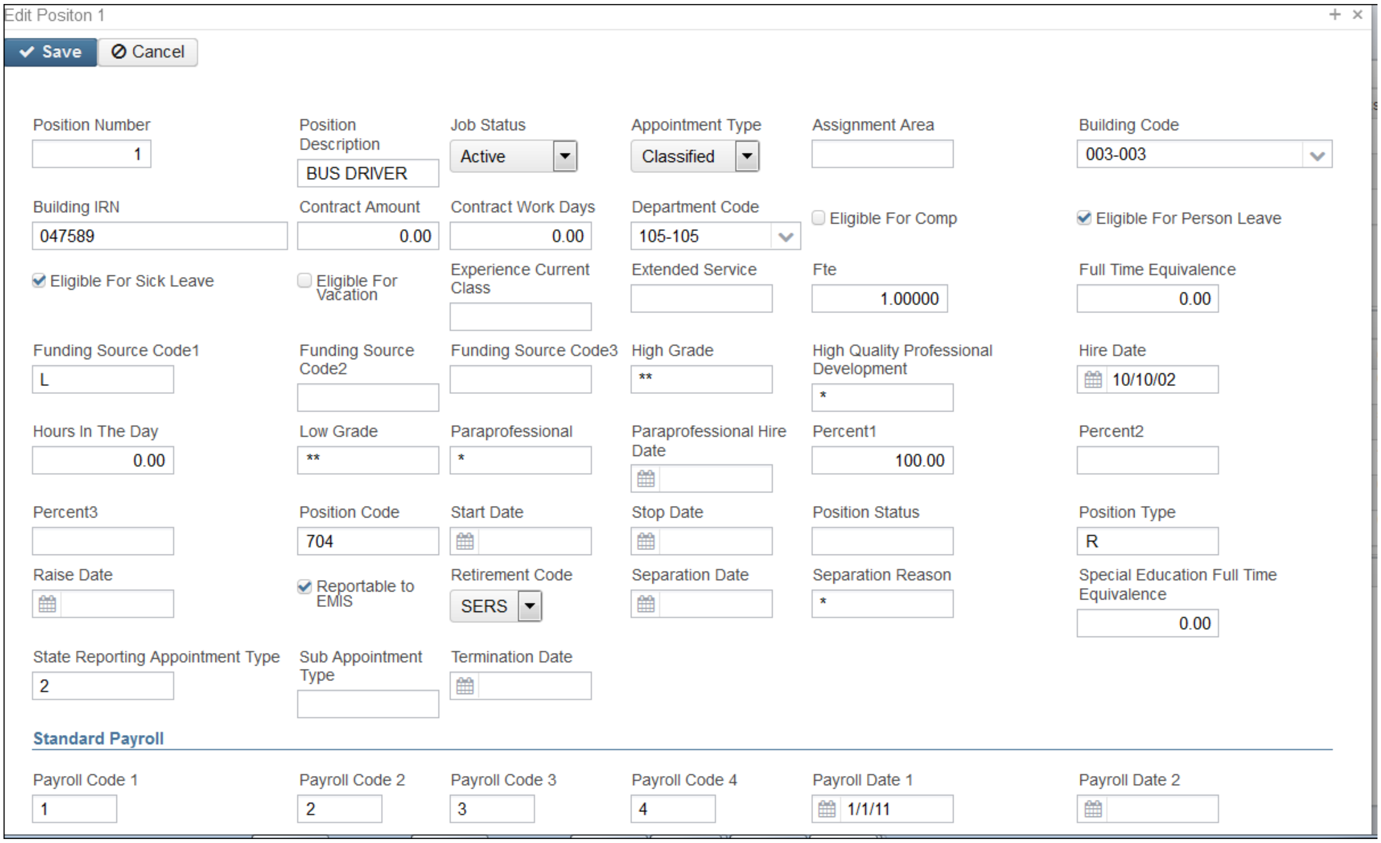


Positions:

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

			Employee #	Last Name	First Name	Position	Position Description	Job Status
			333333333	BULLOCK	SANDRA	1	BUS DRIVER	Active

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  an d the change will be saved.



Edit Positon 1

✔ Save | ⊘ Cancel

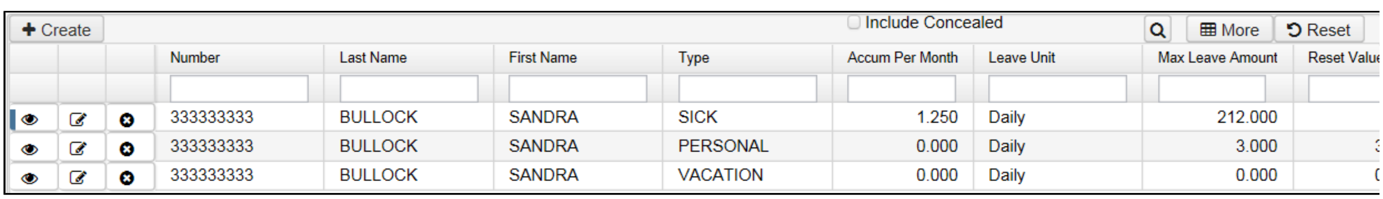
Position Number	1
Position Description	BUS DRIVER
Job Status	Active
Appointment Type	Classified
Assignment Area	
Building Code	003-003
Building IRN	047589
Contract Amount	0.00
Contract Work Days	0.00
Department Code	105-105
Eligible For Comp	☐
Eligible For Person Leave	☑
Eligible For Sick Leave	☑
Eligible For Vacation	☐
Experience Current Class	
Extended Service	
Fte	1.00000
Full Time Equivalence	0.00
Funding Source Code1	L
Funding Source Code2	
Funding Source Code3	
High Grade	**
High Quality Professional Development	*
Hire Date	10/10/02
Hours In The Day	0.00
Low Grade	**
Paraprofessional	*
Paraprofessional Hire Date	
Percent1	100.00
Percent2	
Percent3	
Position Code	704
Start Date	
Stop Date	
Position Status	
Position Type	R
Raise Date	
Reportable to EMIS	☑
Retirement Code	SERS
Separation Date	
Separation Reason	*
Special Education Full Time Equivalence	0.00
State Reporting Appointment Type	2
Sub Appointment Type	
Termination Date	

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	

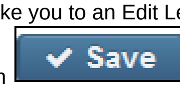
Leaves:

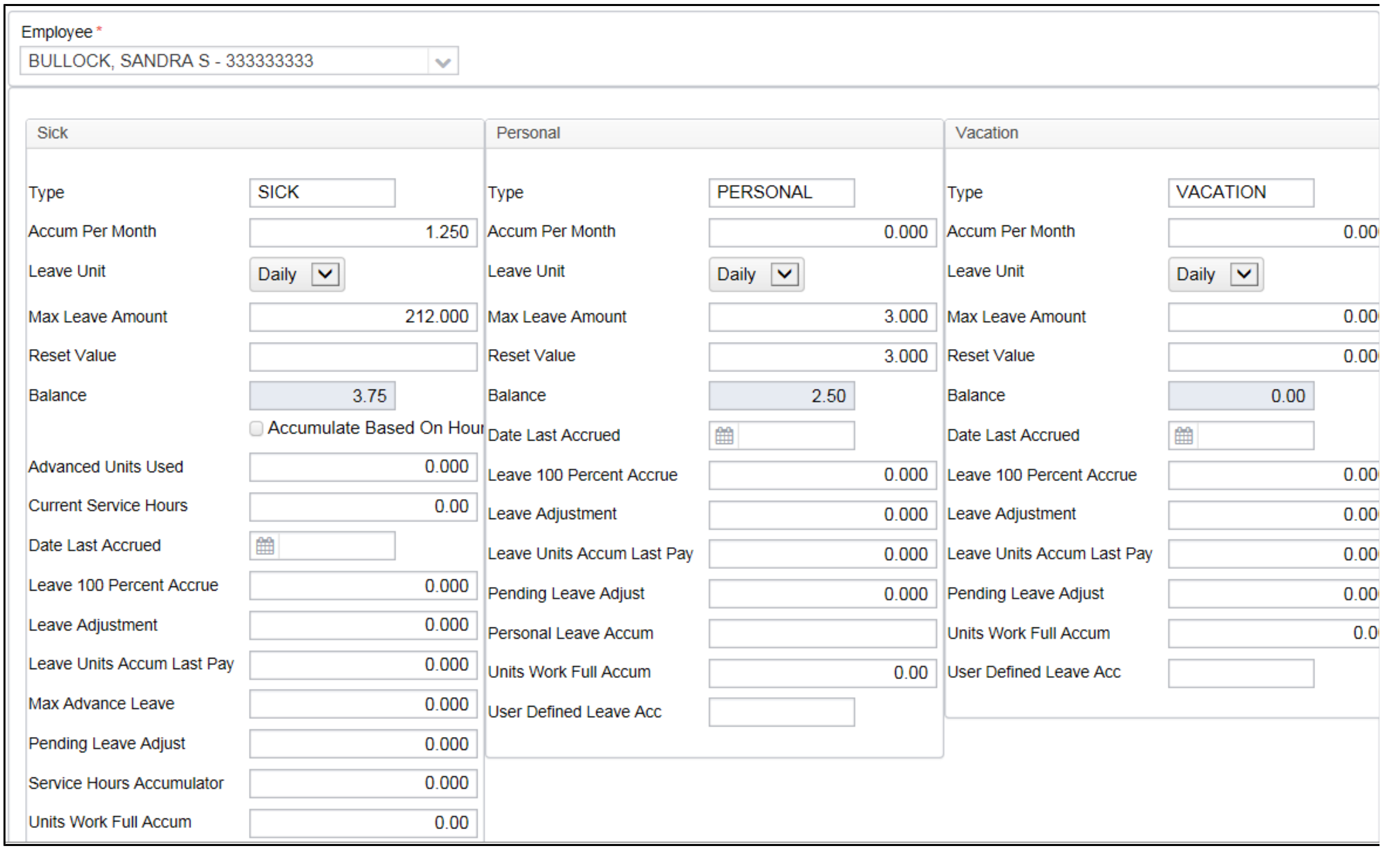
If this employee qualifies for leave the Leave Balances area will list the leave Type, Balance, Date Last Accrued and Leave Units Accum Last Pay.



+ Create | ☐ Include Concealed | More | Reset

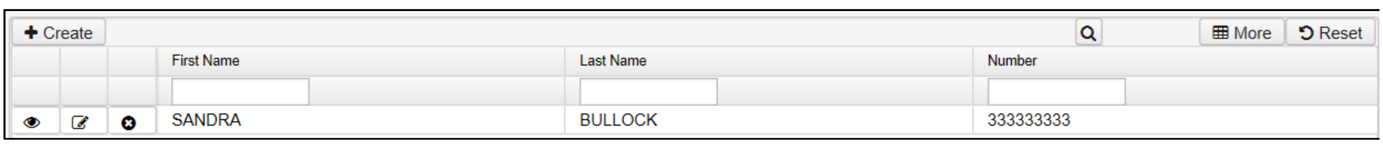
			Number	Last Name	First Name	Type	Accum Per Month	Leave Unit	Max Leave Amount	Reset Value
			333333333	BULLOCK	SANDRA	SICK	1.250	Daily	212.000	
			333333333	BULLOCK	SANDRA	PERSONAL	0.000	Daily	3.000	
			333333333	BULLOCK	SANDRA	VACATION	0.000	Daily	0.000	

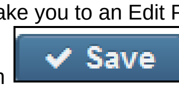
If a change is needed to a specific leave record you can click the edit option  on that specific record. This will take you to an Edit Leave Balances record where the change can be made. When the change has been made you will then click on the Save button  and the change will be saved.



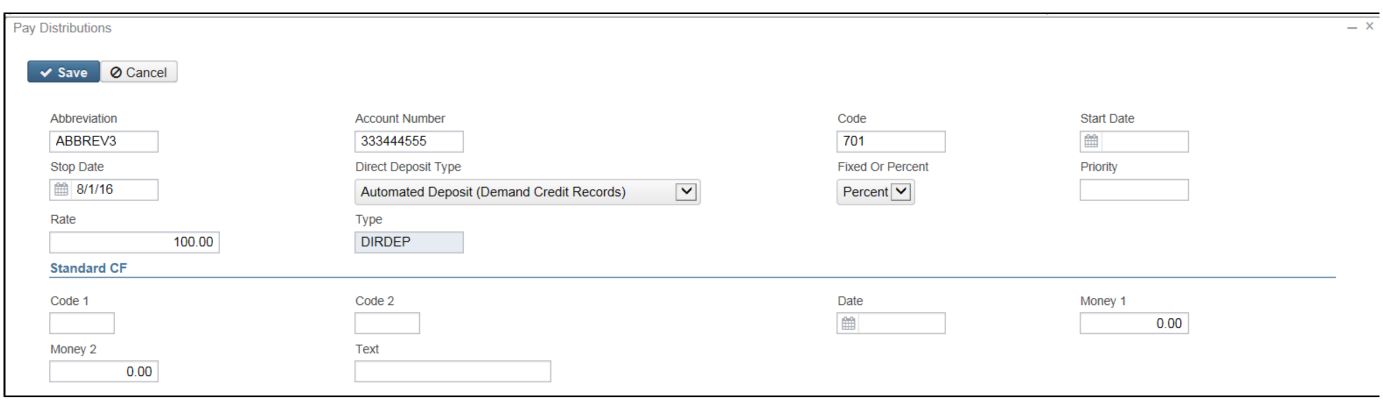
Pay Distributions:

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



If a change is needed to a specific pay distribution you can click the edit option  on that specific record. This will take you to an Edit Pay Distribution record where the change can be made. When the change has been made you will then click on the Save button 

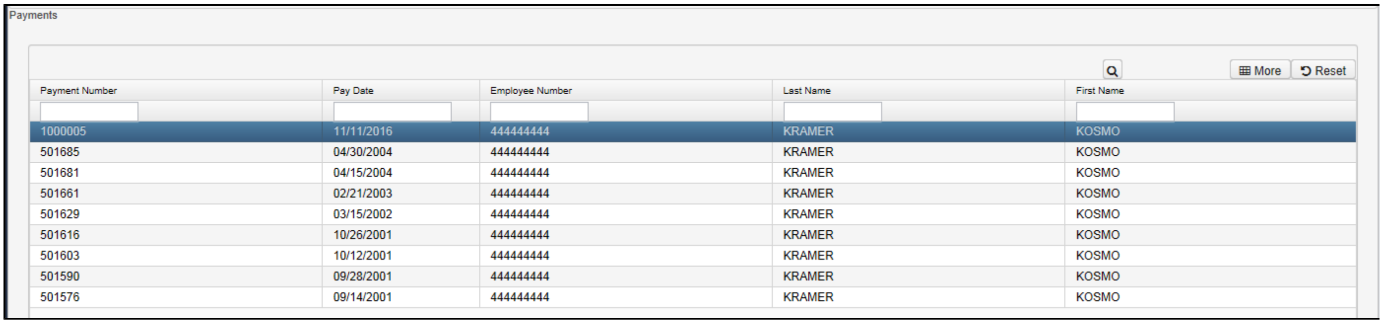
and the change will be saved.



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:

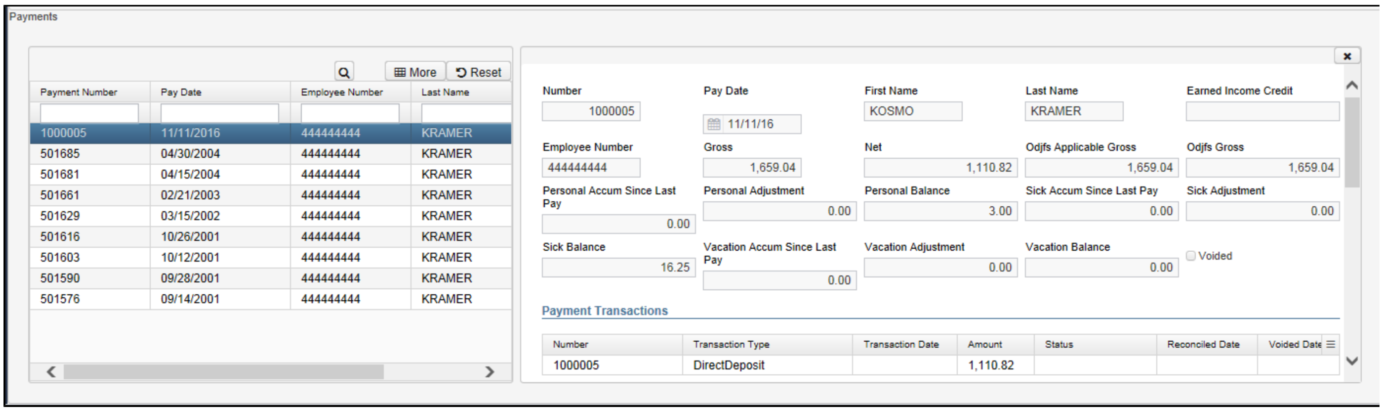


Payments

More Reset

Payment Number	Pay Date	Employee Number	Last Name	First Name
1000005	11/11/2016	444444444	KRAMER	KOSMO
501685	04/30/2004	444444444	KRAMER	KOSMO
501681	04/15/2004	444444444	KRAMER	KOSMO
501661	02/21/2003	444444444	KRAMER	KOSMO
501629	03/15/2002	444444444	KRAMER	KOSMO
501616	10/26/2001	444444444	KRAMER	KOSMO
501603	10/12/2001	444444444	KRAMER	KOSMO
501590	09/28/2001	444444444	KRAMER	KOSMO
501576	09/14/2001	444444444	KRAMER	KOSMO

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



Payments

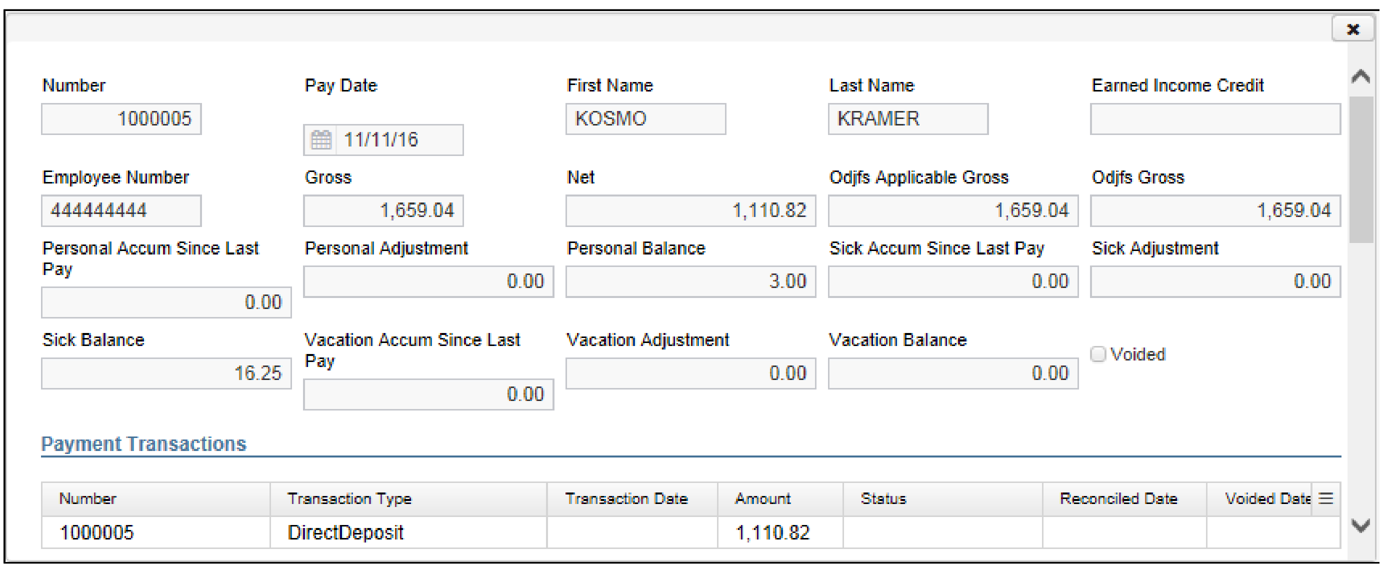
More Reset

Payment Number	Pay Date	Employee Number	Last Name
1000005	11/11/2016	444444444	KRAMER
501685	04/30/2004	444444444	KRAMER
501681	04/15/2004	444444444	KRAMER
501661	02/21/2003	444444444	KRAMER
501629	03/15/2002	444444444	KRAMER
501616	10/26/2001	444444444	KRAMER
501603	10/12/2001	444444444	KRAMER
501590	09/28/2001	444444444	KRAMER
501576	09/14/2001	444444444	KRAMER

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**
444444444	1,659.04	1,110.82	1,659.04	1,659.04
Personal Accum Since Last Pay	**Personal Adjustment**	**Personal Balance**	**Sick Accum Since Last Pay**	**Sick Adjustment**
0.00	0.00	3.00	0.00	0.00
Sick Balance	**Vacation Accum Since Last Pay**	**Vacation Adjustment**	**Vacation Balance**	Voided
16.25	0.00	0.00	0.00	

Payment Transactions

Number	Transaction Type	Transaction Date	Amount	Status	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**
444444444	1,659.04	1,110.82	1,659.04	1,659.04
Personal Accum Since Last Pay	**Personal Adjustment**	**Personal Balance**	**Sick Accum Since Last Pay**	**Sick Adjustment**
0.00	0.00	3.00	0.00	0.00
Sick Balance	**Vacation Accum Since Last Pay**	**Vacation Adjustment**	**Vacation Balance**	Voided
16.25	0.00	0.00	0.00	

Payment Transactions

Number	Transaction Type	Transaction Date	Amount	Status	Reconciled Date	Voided Date
1000005	DirectDeposit		1,110.82			

Positions Paid

Position Number	Position Description	Gross
1	SCIENCE TEACHER	1,659.04

Pay Amounts Paid

Units	Rate	Description	Amount
0.00	1,659.040	Accrued Wages - TEACH	1,659.04

Pay Accounts Charged

Expenditure Account	Amount Charged
200-4141-891-9710-000000-005-00-000	1,659.04

Payroll Items Paid

Type	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	0.00
Ohio State Tax	002		1,504.75	74.31	0.00	20.00	0.00	0.00
City Tax	003		1,659.04	16.59	0.00	0.00	0.00	0.00
City Tax	004		1,659.04	8.30	0.00	0.00	0.00	0.00
STRS	450		0.00	0.00	232.27	0.00	0.00	0.00
STRS Annuity	591		0.00	154.29	0.00	0.00	0.00	0.00
Regular	603		0.00	26.00	217.50	0.00	0.00	0.00

Attendance:

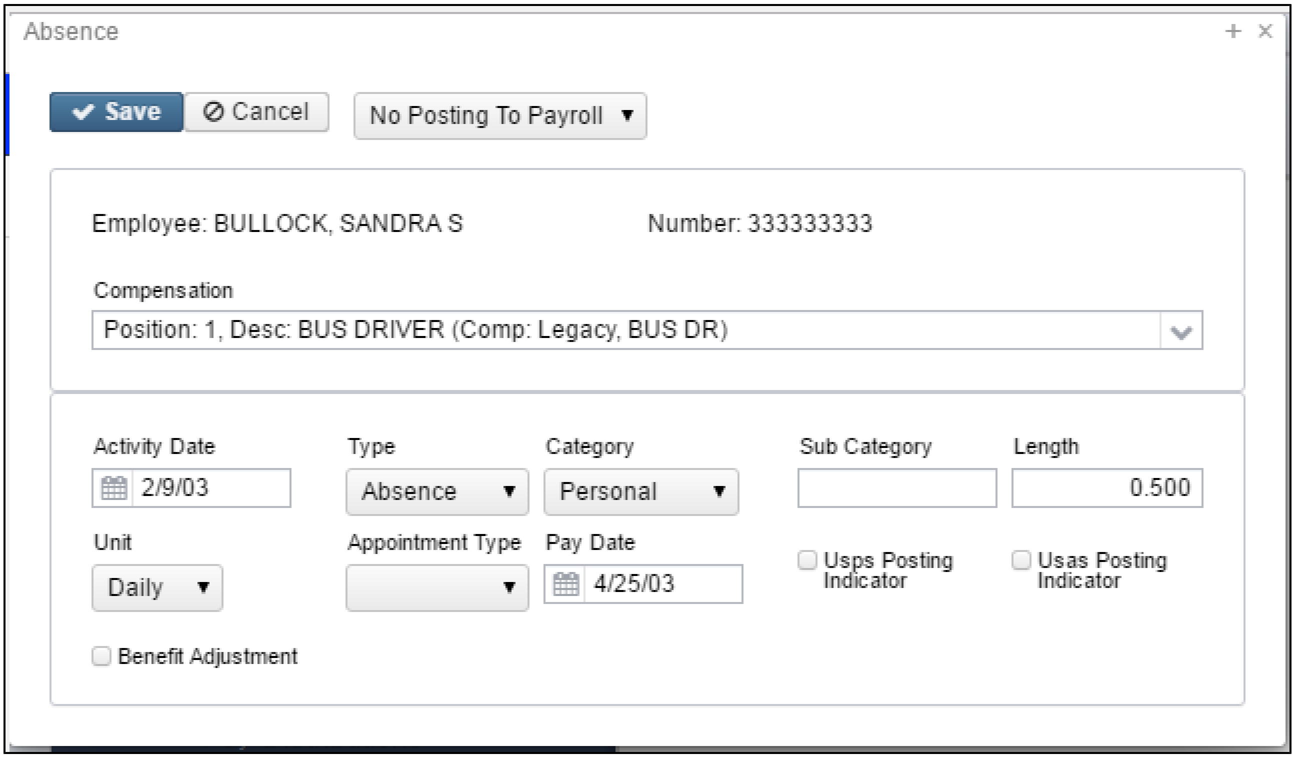
The Attendance area will list all attendance and absence information pertaining to an employee. Employees that may have an attendance record for employees that may be on a default calendar and have no work days defined such as substitutes or regular employees that work additional days beyond their scheduled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

Attendance

+ Create + Mass Add Include Concealed More Reset

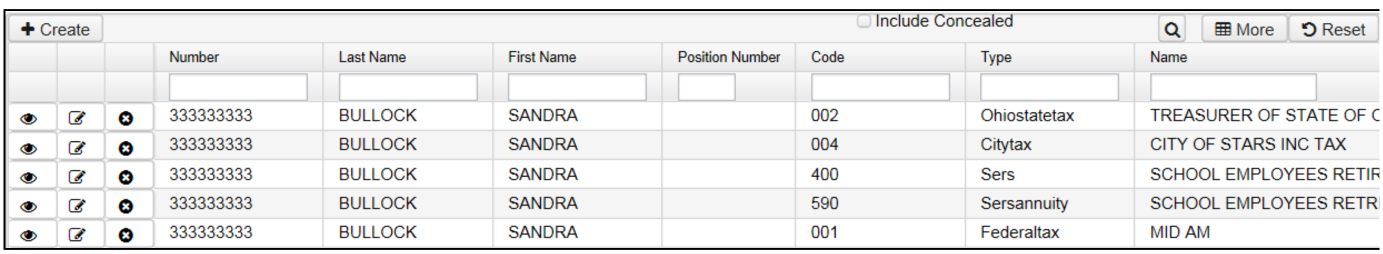
Activity Date	Employee #	Last Name	First Name	Position #	Type	Category	Sub Category	Length	Unit	Appointment Type	Pay Date
09/20/2007	333333333	BULLOCK	SANDRA	1	Absence	Sick		1.000	Daily	Classified	
04/20/2004	333333333	BULLOCK	SANDRA	1	Absence	Sick		0.500	Daily		04/30/2004
04/01/2004	333333333	BULLOCK	SANDRA	1	Absence	Sick	AH	0.250	Daily	Classified	04/30/2004
04/01/2004	333333333	BULLOCK	SANDRA	1	Absence	Sick	AH	0.250	Daily	Classified	04/30/2004
04/01/2004	333333333	BULLOCK	SANDRA	1	Absence	Sick	AH	0.250	Daily	Classified	04/30/2004
04/01/2003	333333333	BULLOCK	SANDRA	1	Absence	Sick		1.000	Daily		04/15/2004
02/09/2003	333333333	BULLOCK	SANDRA	1	Absence	Personal		0.500	Daily		04/25/2003
03/21/2002	333333333	BULLOCK	SANDRA	1	Absence	Sick		1.000	Daily		03/31/2002

If a change is needed on a specific attendance or absence record you can click the edit option  on that specific record. This will take you 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 Save and the change will be saved.

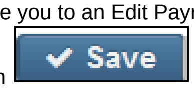


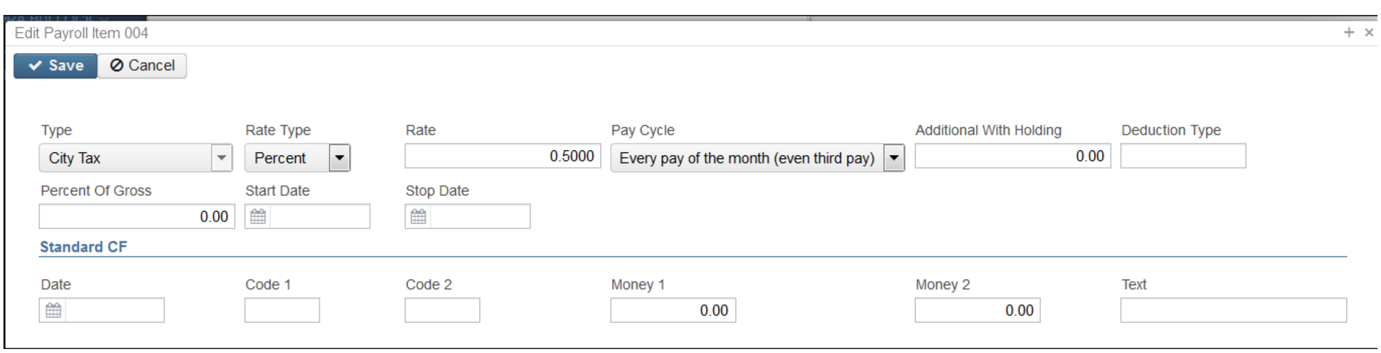
Payroll Items:

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



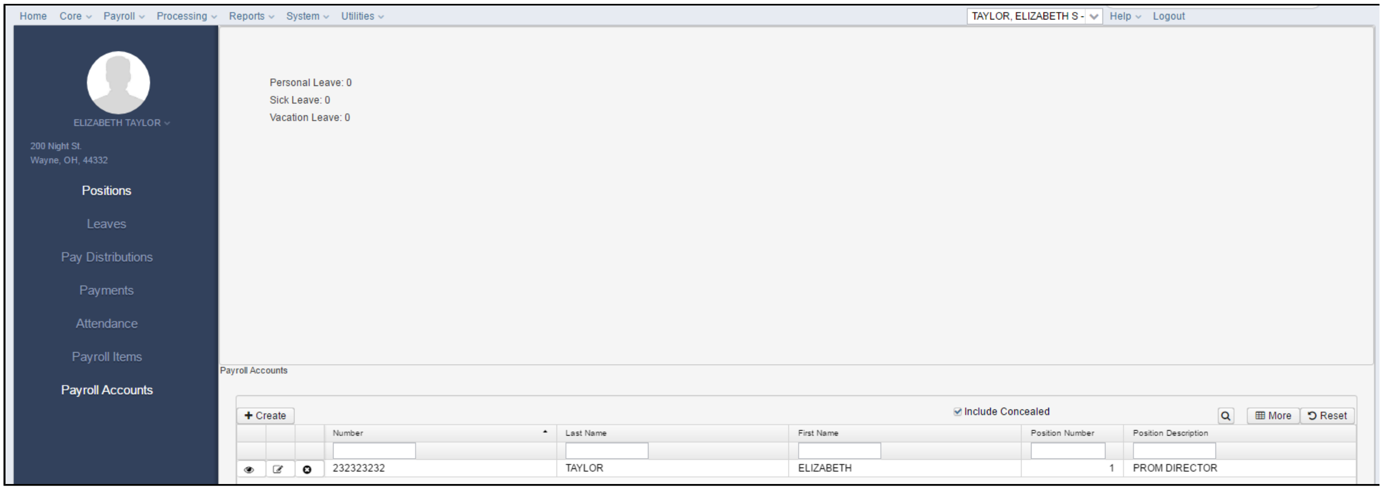
			Number	Last Name	First Name	Position Number	Code	Type	Name
			333333333	BULLOCK	SANDRA		002	Ohiostatetax	TREASURER OF STATE OF (
			333333333	BULLOCK	SANDRA		004	Citytax	CITY OF STARS INC TAX
			333333333	BULLOCK	SANDRA		400	Sers	SCHOOL EMPLOYEES RETIR
			333333333	BULLOCK	SANDRA		590	Sersannuity	SCHOOL EMPLOYEES RETR
			333333333	BULLOCK	SANDRA		001	Federaltax	MID AM

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



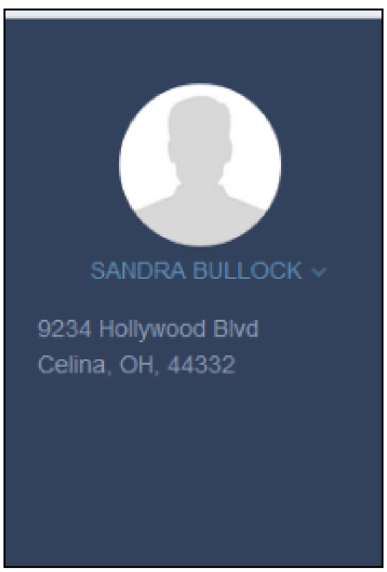
Payroll Accounts

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.



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

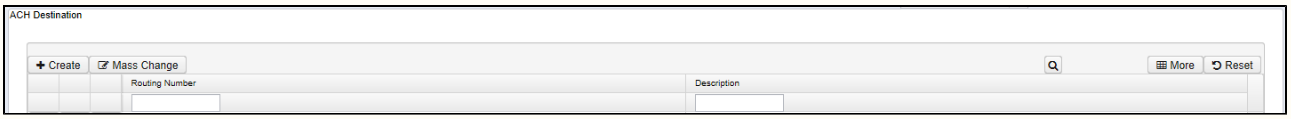
Core

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

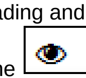
ACH Destination

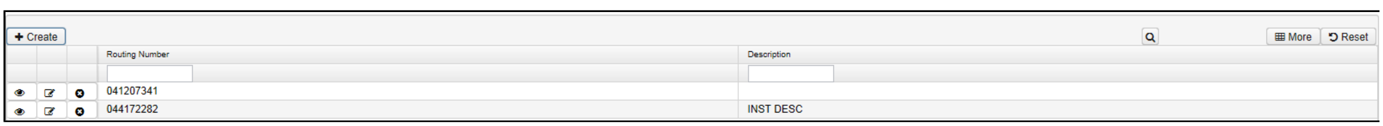
Mass Change

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



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

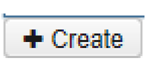
The ACH Destination screen is used to add Banking Institution routing numbers. Once added, a Pay Distribution can then be added for the employee.   You can either enter in the Routing Number or a few characters in the Description grid heading and all occurrences of that search will show up and then you can choose the item(s) you are wanting to view or edit. You can then click on the  next to the ACH Destination record you are searching for to view the data relating to this ACH Destination record or click on the  to edit the record or  to delete the record.

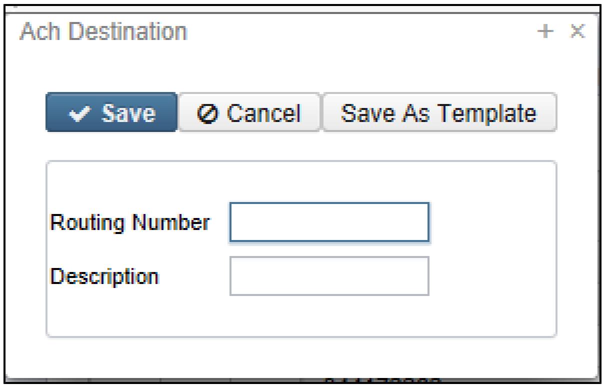


Highlight Viewer

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

Create ACH Destination

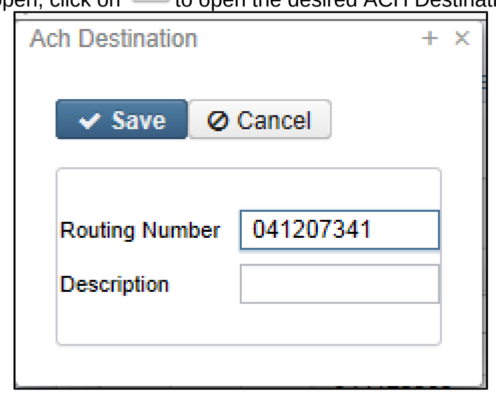
1. Click on  to add a new Routing Number:

1. 

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

Edit ACH Destination

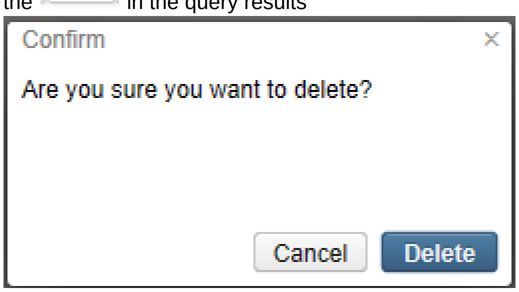
An ACH Destination that have been previously posted to the system may be modified.

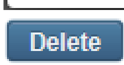
1. Query for desired Routing Number or Description
2. Click on  to open up a window with the employee's information
3. Once open, click on  to open the desired ACH Destination to be edited
    1. 

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.

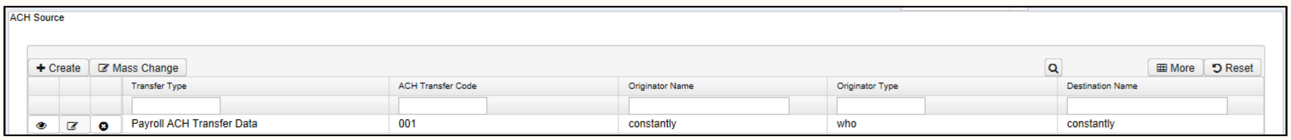
1. Query for desired ACH Destination.
2. Click on the  in the query results
    1. 

3. Click on  to Delete selected ACH Destination or Cancel to return to the ACH Destination Query.

ACH Source

Mass Change

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



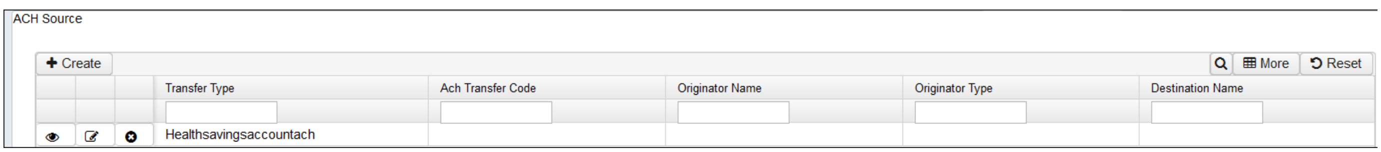
ACH Source

+ Create | Mass Change | More | Reset

			Transfer Type	ACH Transfer Code	Originator Name	Originator Type	Destination Name
			Payroll 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



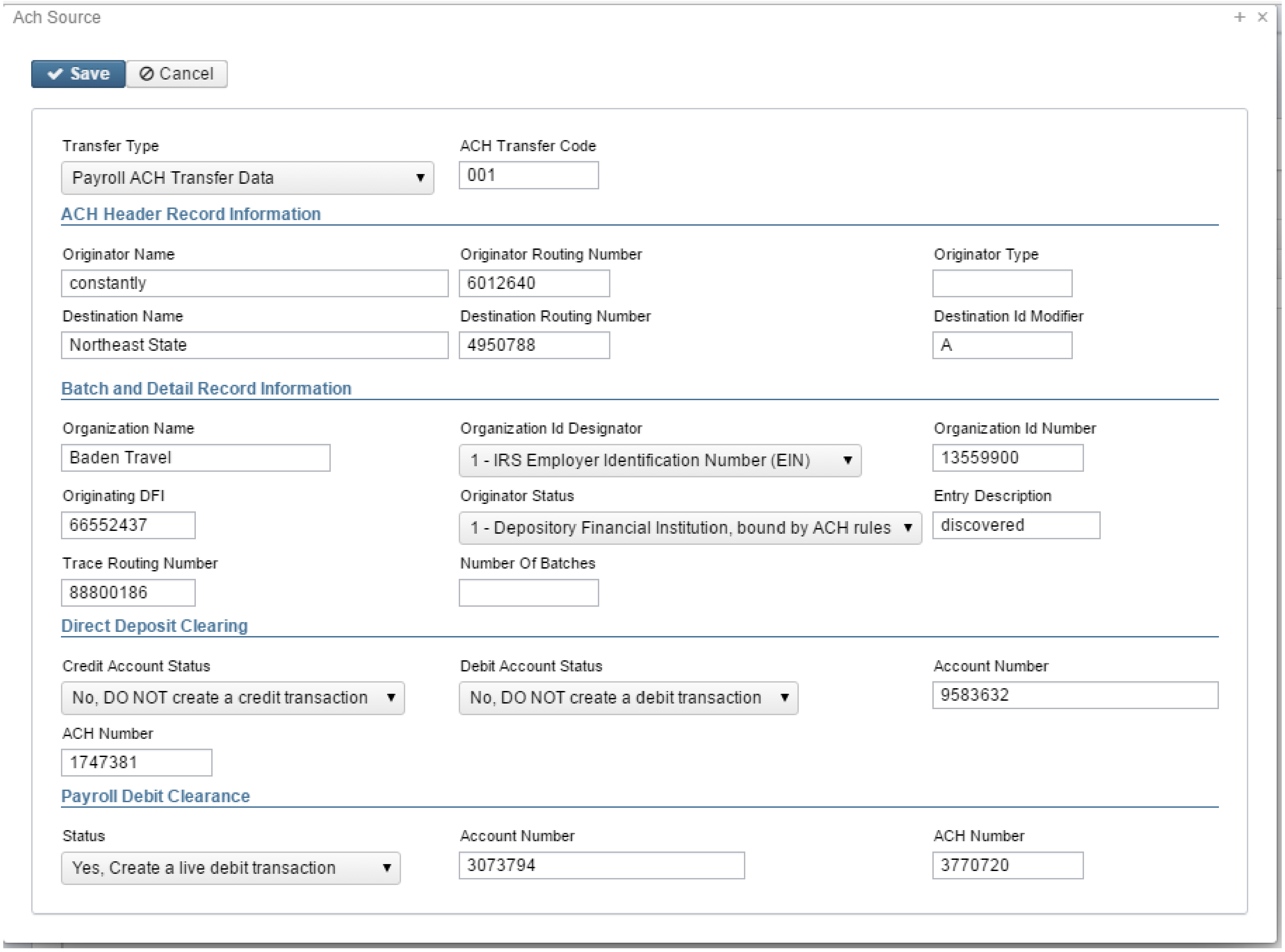
ACH Source

+ Create | More | Reset

			Transfer Type	Ach Transfer Code	Originator Name	Originator Type	Destination Name
			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.



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

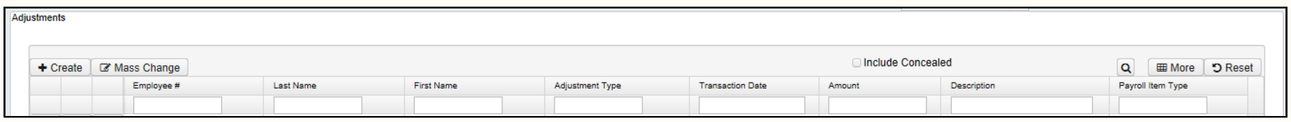
- No, DO NOT create a debit transaction.
- In the **Account Number** field enter the district's account number with the banking institution that is to be debited.
- In the **ACH Number** field, enter the routing number for the bank at which the payroll clearance account is located.

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



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 to edit the record or to delete the record.

Create | Include Concealed | More | Reset

Employee #	Last Name	First Name	Adjustment Type	Transaction Date	Amount	Description
888888989	CHILDS	JULIA	Taxablegross		2230.76	Imported by Classic USPS, YTD adjustment
555555554	CONNERY	SEAN	Taxablebenefits		0.00	Imported by Classic USPS
555555554	CONNERY	SEAN	Boardamount		1109.12	Imported by Classic USPS, QTD adjustment
888888889	BROCKOVICH	ERIN	Amountwithheld		223.77	Imported by Classic USPS, QTD adjustment
444444444	KRAMER	KOSMO	Taxablebenefits		0.00	Imported by Classic USPS
656565656	EDWARDS	ANTHONY	Totalgross		3423.08	Imported by Classic USPS, YTD adjustment
232323232	TAYLOR	ELIZABETH	Odjfsgross		730.00	Imported by Classic USPS, QTD adjustment
777777778	GLOW	MOP	Taxablegross		2049.77	Imported by Classic USPS, YTD adjustment
979797979	CLOSE	GLENN	Totalgross		16207.50	Imported by Classic USPS, FTD adjustment
555555555	BUNNY	BUGS	Amountwithheld		0.10	Imported by Classic USPS, QTD adjustment
979797979	CLOSE	GLENN	Amountwithheld		1004.88	Imported by Classic USPS, QTD adjustment
656565656	EDWARDS	ANTHONY	Amountwithheld		392.86	Imported by Classic USPS, YTD adjustment
888888889	BROCKOVICH	ERIN	Amountwithheld		265.73	Imported by Classic USPS, YTD adjustment
888888889	BROCKOVICH	ERIN	Odjfsgross		2952.60	Imported by Classic USPS, YTD adjustment
333333333	BULLOCK	SANDRA	Totalgross		752.62	Imported by Classic USPS, YTD adjustment
666666666	MOORE	DEMI	Applicableannuities		28.65	Imported by Classic USPS - STRS Annuity: STATE TE/

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:

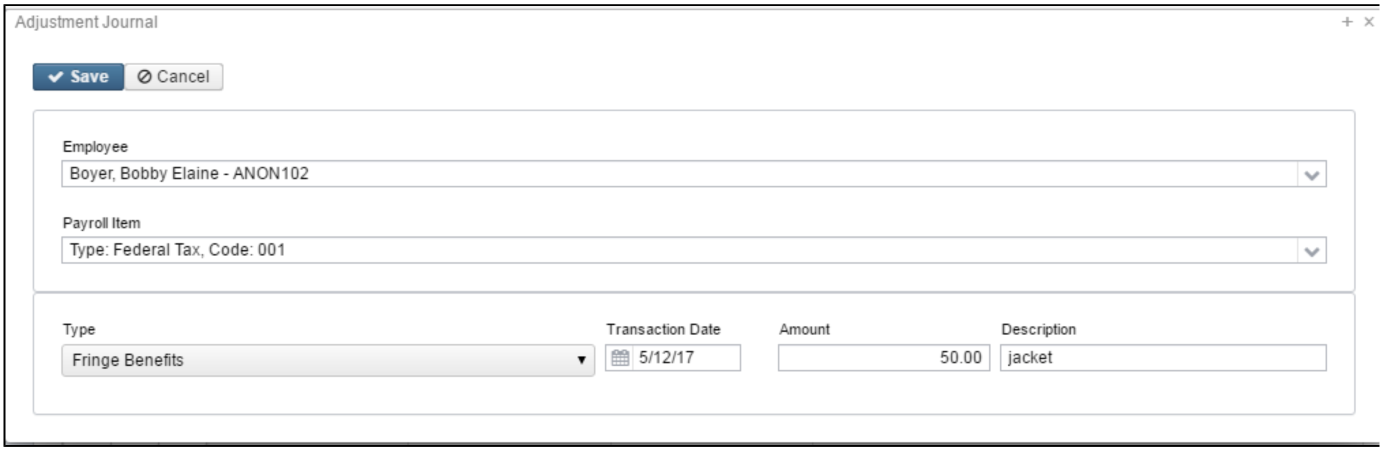
Create an Adjustment

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 

to post the Adjustment to the system, click on Cancel to not post the Adjustment and return to the Adjustments grid.



Edit Employees Adjustment

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

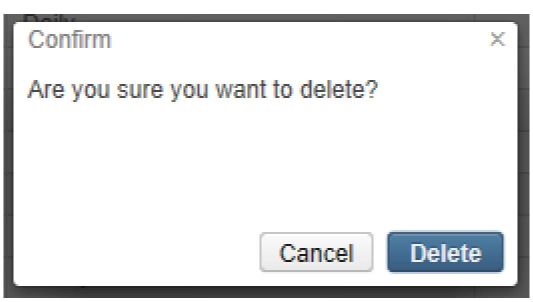
1. Search desired Employee on grid
2. Click on  to edit the Employees Payroll Item
3. Make desired changes
4. Click on 

to save desired changes to the Employees payroll Items, click on Cancel to not post changes and return to the Adjustments grid

Delete Employees Adjustment

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

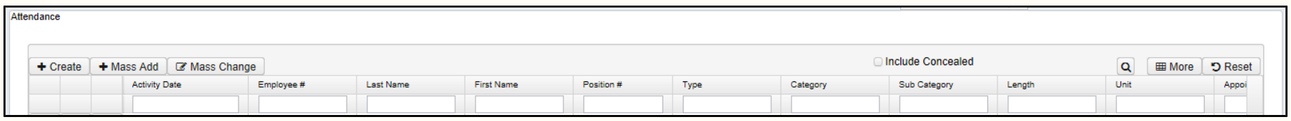
to confirm deletion or Cancel to not delete Adjustment



Attendance

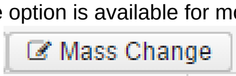
Mass Change

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



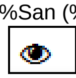
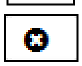
The **Attendance** module is used to track and update employee attendance and absence data. This program is the basis from which leave charges are projected across the USAS accounts. ***Accrual's will be tracked under the CORE/LEAVES/ACCUMULATIONS option. Adjustments are available under the CORE/ADJUSTMENTS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

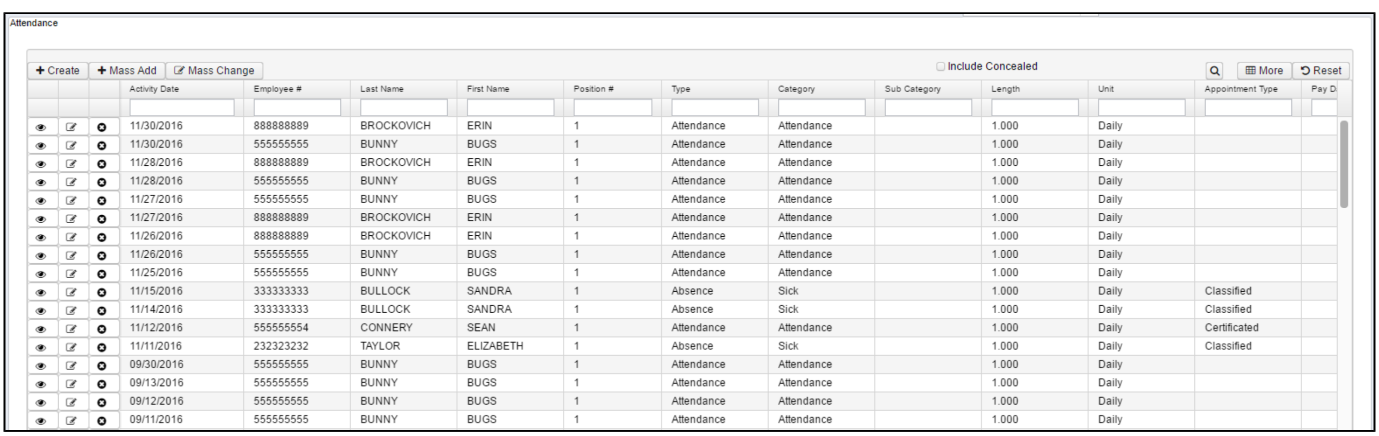
The Attendance **Mass Add** option is used to add consecutive days of attendance or absences in a single transaction.

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 

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

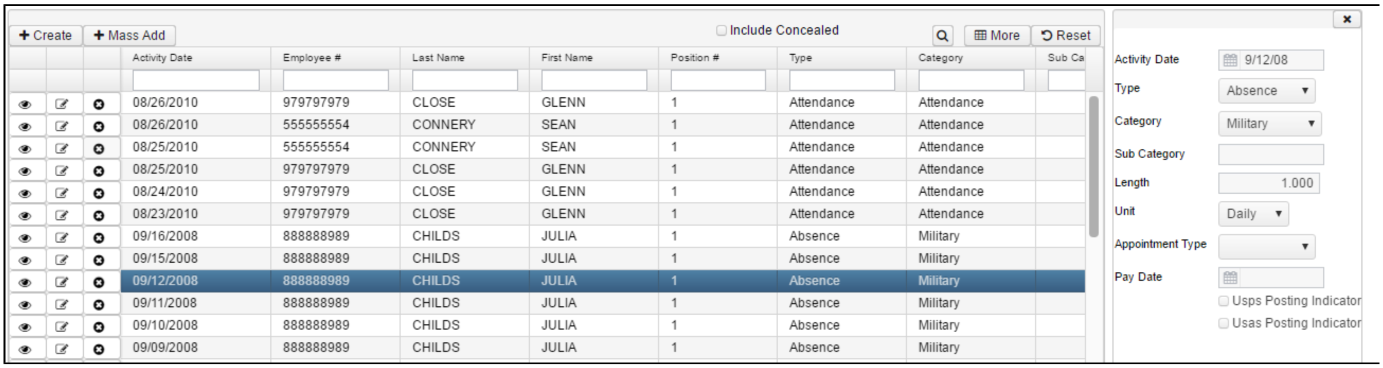
The Attendance Grid allows the user to search for existing employees. You can either enter in the Number or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you are wanting to view or edit. Example - First Name is one of 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  next to the Attendance 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.



Activity Date	Employee #	Last Name	First Name	Position #	Type	Category	Sub Category	Length	Unit	Appointment Type	Pay D
11/30/2016	888888889	BROCKOVICH	ERIN	1	Attendance	Attendance		1.000	Daily		
11/30/2016	555555555	BUNNY	BUGS	1	Attendance	Attendance		1.000	Daily		
11/28/2016	888888889	BROCKOVICH	ERIN	1	Attendance	Attendance		1.000	Daily		
11/28/2016	555555555	BUNNY	BUGS	1	Attendance	Attendance		1.000	Daily		
11/27/2016	555555555	BUNNY	BUGS	1	Attendance	Attendance		1.000	Daily		
11/27/2016	888888889	BROCKOVICH	ERIN	1	Attendance	Attendance		1.000	Daily		
11/26/2016	888888889	BROCKOVICH	ERIN	1	Attendance	Attendance		1.000	Daily		
11/26/2016	555555555	BUNNY	BUGS	1	Attendance	Attendance		1.000	Daily		
11/25/2016	555555555	BUNNY	BUGS	1	Attendance	Attendance		1.000	Daily		
11/15/2016	333333333	BULLOCK	SANDRA	1	Absence	Sick		1.000	Daily	Classified	
11/14/2016	333333333	BULLOCK	SANDRA	1	Absence	Sick		1.000	Daily	Classified	
11/12/2016	555555554	CONNERY	SEAN	1	Attendance	Attendance		1.000	Daily	Certificated	
11/11/2016	232323232	TAYLOR	ELIZABETH	1	Absence	Sick		1.000	Daily	Classified	
09/30/2016	555555555	BUNNY	BUGS	1	Attendance	Attendance		1.000	Daily		
09/13/2016	555555555	BUNNY	BUGS	1	Attendance	Attendance		1.000	Daily		
09/12/2016	555555555	BUNNY	BUGS	1	Attendance	Attendance		1.000	Daily		
09/11/2016	555555555	BUNNY	BUGS	1	Attendance	Attendance		1.000	Daily		

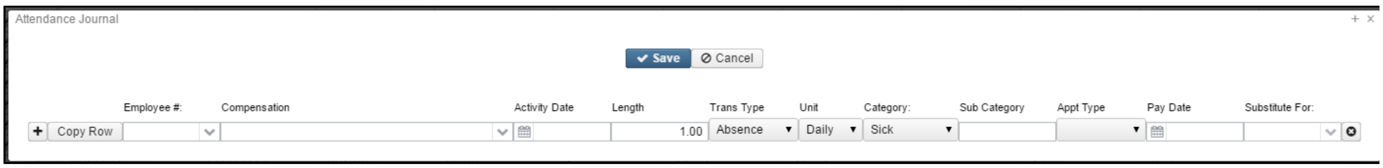
Highlight Viewer

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



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



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

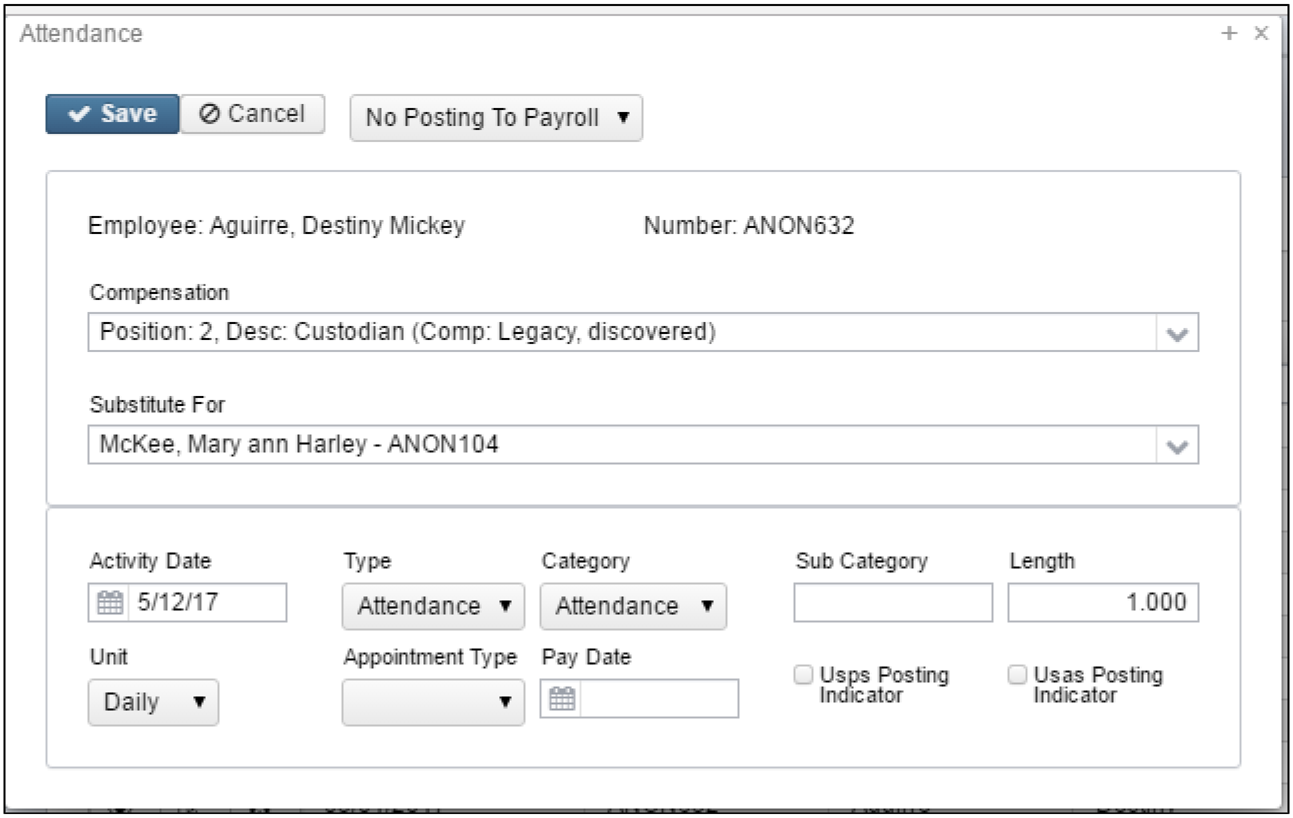
Note:

- 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.

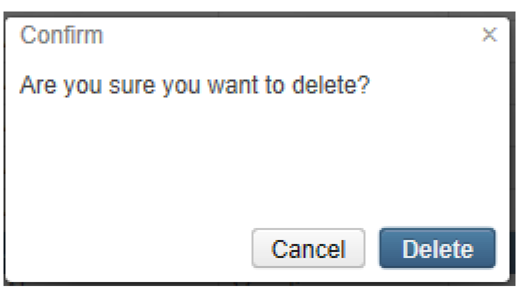
1. Click on the desired Entry to be modified 
2. Make the desired changes
3. Click on Save or Cancel to not save



Delete Attendance Entries

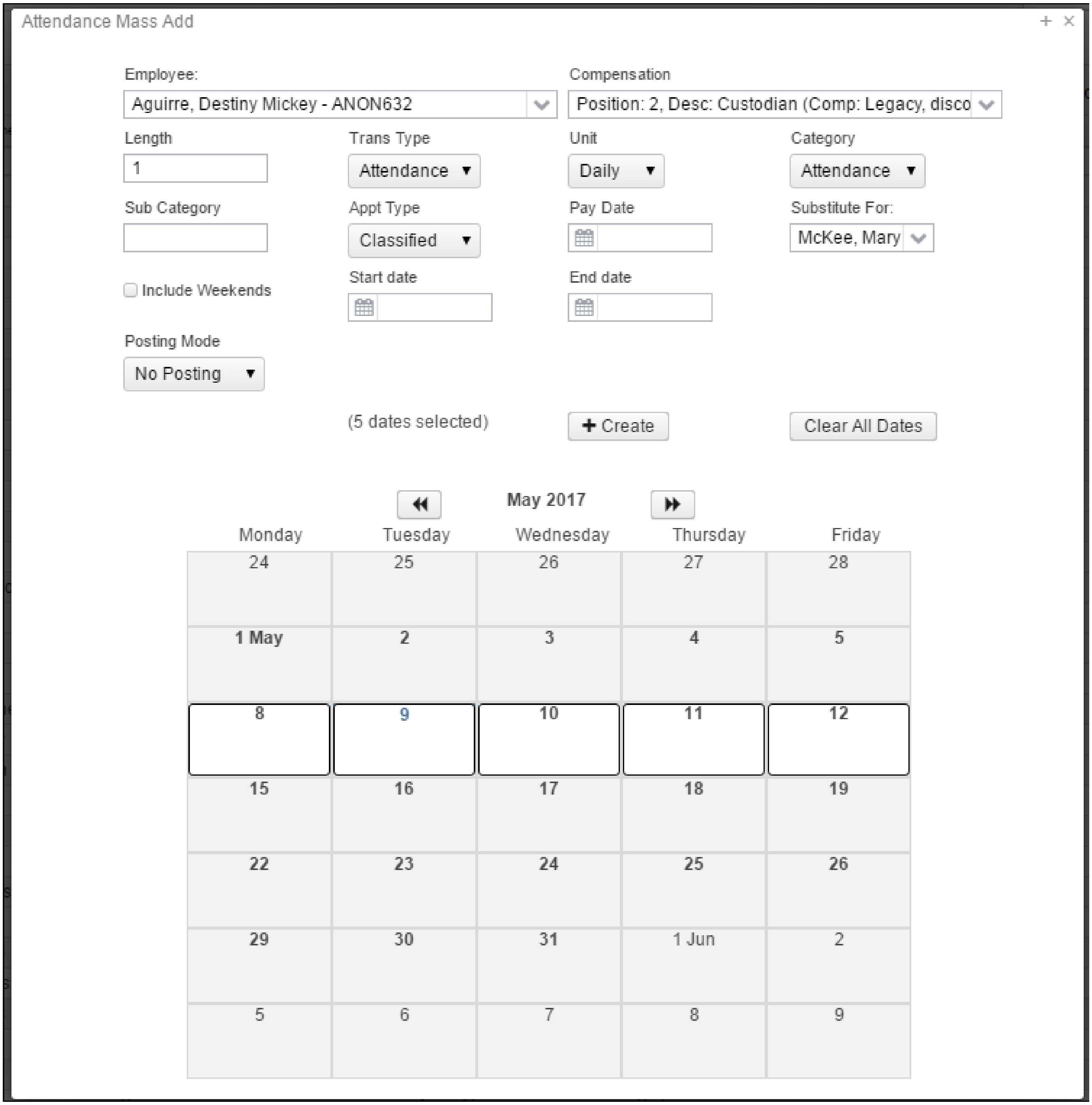
The Delete Function may be used to delete an Attendance entry.

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



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.



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:
    - Hourly
    - Daily
    - Weeks
    - None
- Select the **Category** for:
    - Attendance:
        - Attendance
        - Substituting
    - Absence:

        - Calamity
        - Dock
        - Holiday
        - Jury duty
        - Military
        - Other
        - Personal
        - Professional
        - 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

Once all data is entered, click on 

to post the Mass Add or select 

to start over.

Attendance Video

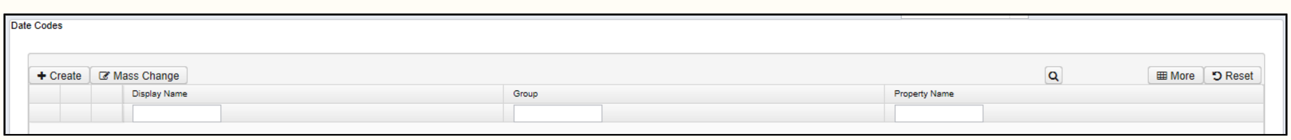
Bank Account

    - Mass Change

- Bank Accounts
- Highlight Viewer
- Create Bank Account
- Search Bank Account
- Edit Bank Account
- Add Start/Stop Date
- Delete

Mass Change

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

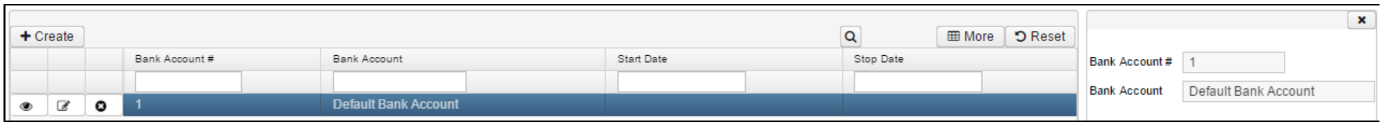


Bank Accounts

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).

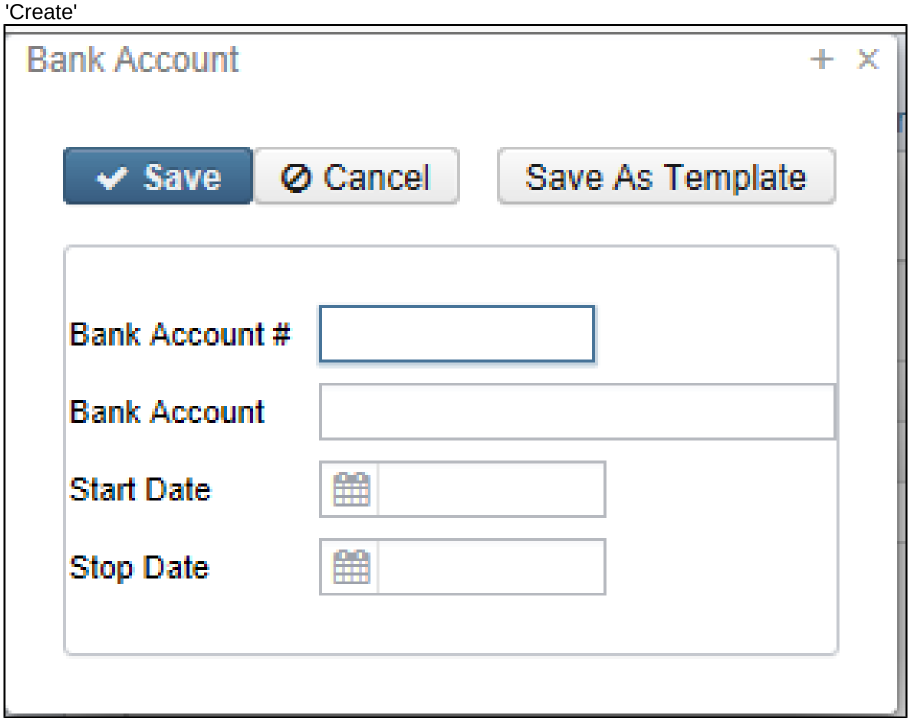
Highlight Viewer

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



Create Bank Account

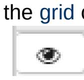
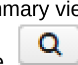
1. From the Core menu select 'Bank Account'
2. Click on 'Create'



1.

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 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

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

3. Click on the beside the desired bank account and input a valid date into either the start or stop date field
4. Click on **Save** to save the changes, click **Cancel** to remove the changes and leave the record as it was.

Delete

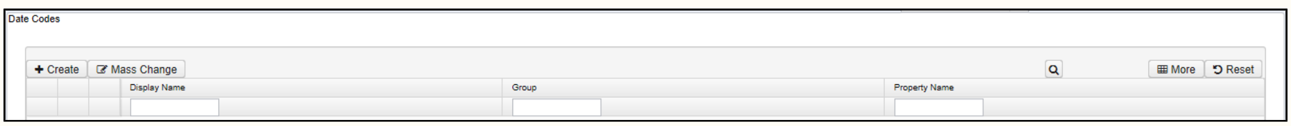
Click on in the grid beside the desired bank account . A confirmation box will appear asking to confirm that the bank account be deleted. Bank accounts may only be deleted if they have no related transactions.

Date Codes

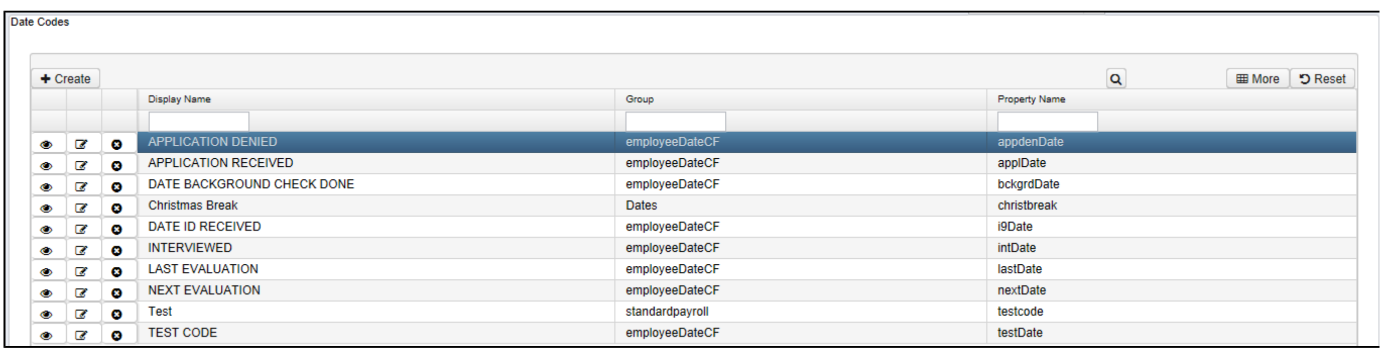
- Mass Change
- Highlight Viewer
- Creating a new date code
- Date Codes Video

Mass Change

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



Date Codes are district used fields to keep track of dates about an employee under the CORE/EMPLOYEE option. These date codes can be Created, **Create**, Viewed , Edited and Deleted .

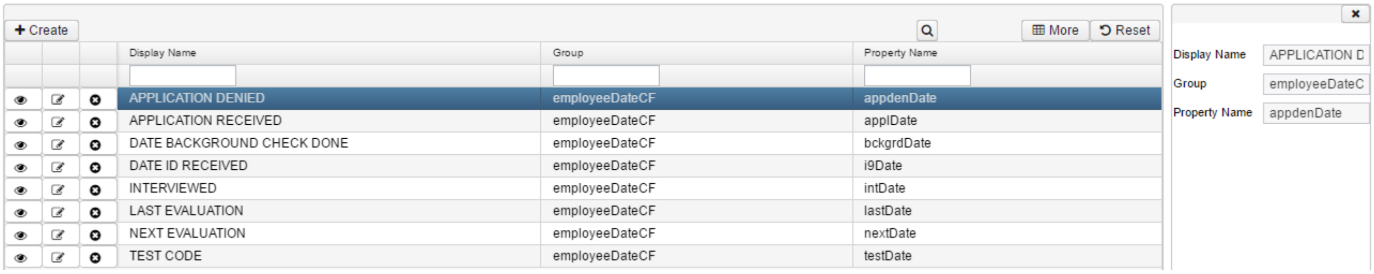


Date Codes

Display Name	Group	Property Name
APPLICATION DENIED	employeeDateCF	appdenDate
APPLICATION RECEIVED	employeeDateCF	applDate
DATE BACKGROUND CHECK DONE	employeeDateCF	bckgrdDate
Christmas Break	Dates	christbreak
DATE ID RECEIVED	employeeDateCF	i9Date
INTERVIEWED	employeeDateCF	intDate
LAST EVALUATION	employeeDateCF	lastDate
NEXT EVALUATION	employeeDateCF	nextDate
Test	standardpayroll	testcode
TEST CODE	employeeDateCF	testDate

Highlight Viewer

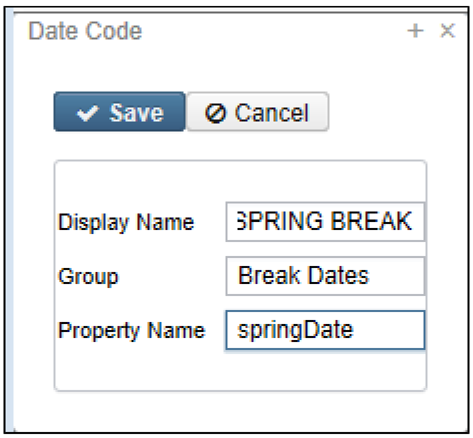
To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:



			Display Name	Group	Property Name
			APPLICATION DENIED	employeeDateCF	appdenDate
			APPLICATION RECEIVED	employeeDateCF	applDate
			DATE BACKGROUND CHECK DONE	employeeDateCF	bckgrdDate
			DATE ID RECEIVED	employeeDateCF	i9Date
			INTERVIEWED	employeeDateCF	intDate
			LAST EVALUATION	employeeDateCF	lastDate
			NEXT EVALUATION	employeeDateCF	nextDate
			TEST CODE	employeeDateCF	testDate

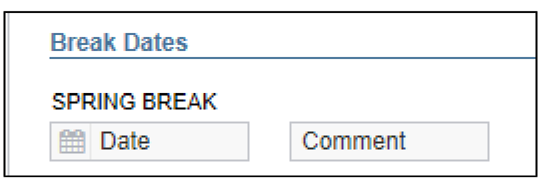
Creating a new date code

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.

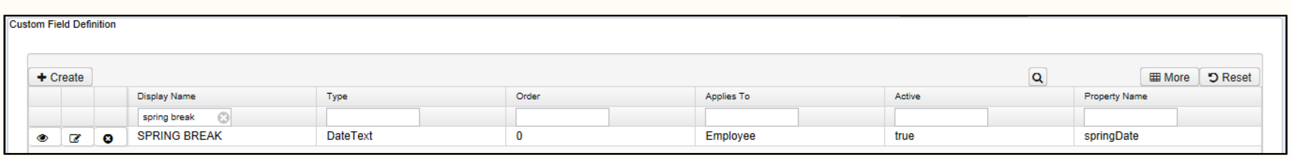


Press **Save** to save the changes **.** Once saved, the new Date Code will be added to the Employee Option screen, under what 'Group' name was defined in the creation or press **Cancel** to cancel out and not save any changes.

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'.



These Date Codes will also appear in the Custom Field Definition, which can be found under the Admin menu:



Custom Field Definition

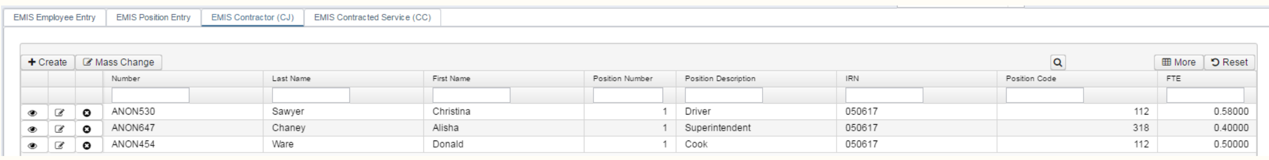
			Display Name	Type	Order	Applies To	Active	Property Name
			spring break					
			SPRING BREAK	DateText	0	Employee	true	springDate

Date Codes Video

EMIS Entry Screen

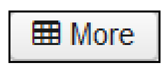
Mass Change

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

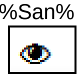
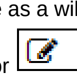


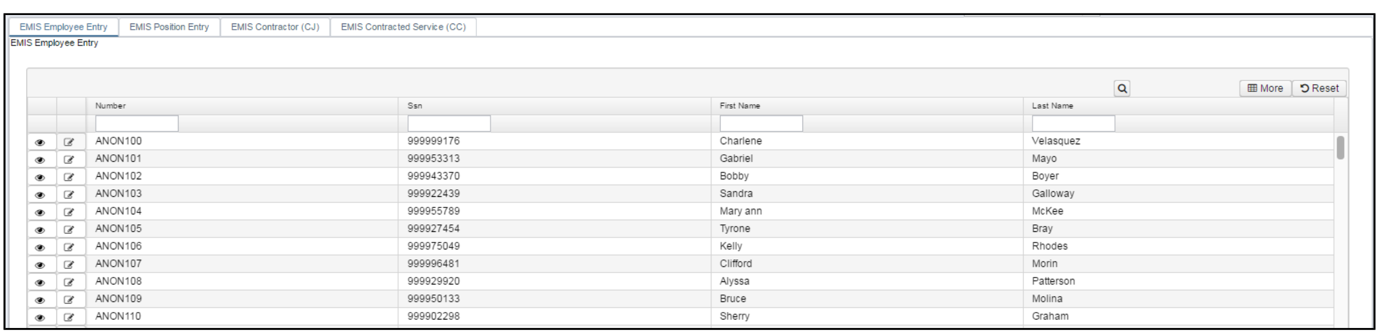
The EMIS Entry Screen holds the EMIS related Employee (CI) and Position (CK) records. Tabs can also be setup to hold the Contract Only Staff (CC) records as well as the Contractor Staff Employment (CJ) records. To implement the tabs for the Contract or Contractor data the EMIS Contracted Service module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

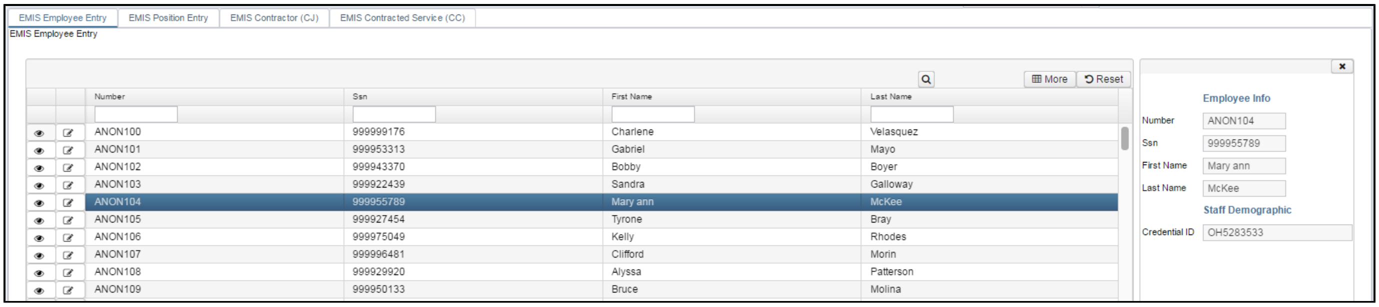
button in the upper right hand corner of the grid and check marking the column header name(s0 you want included on the grid. The order of the columns can be changed by simply dragging them to the desired location.

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 %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 desired EMIS Entry record.



Highlight Viewer

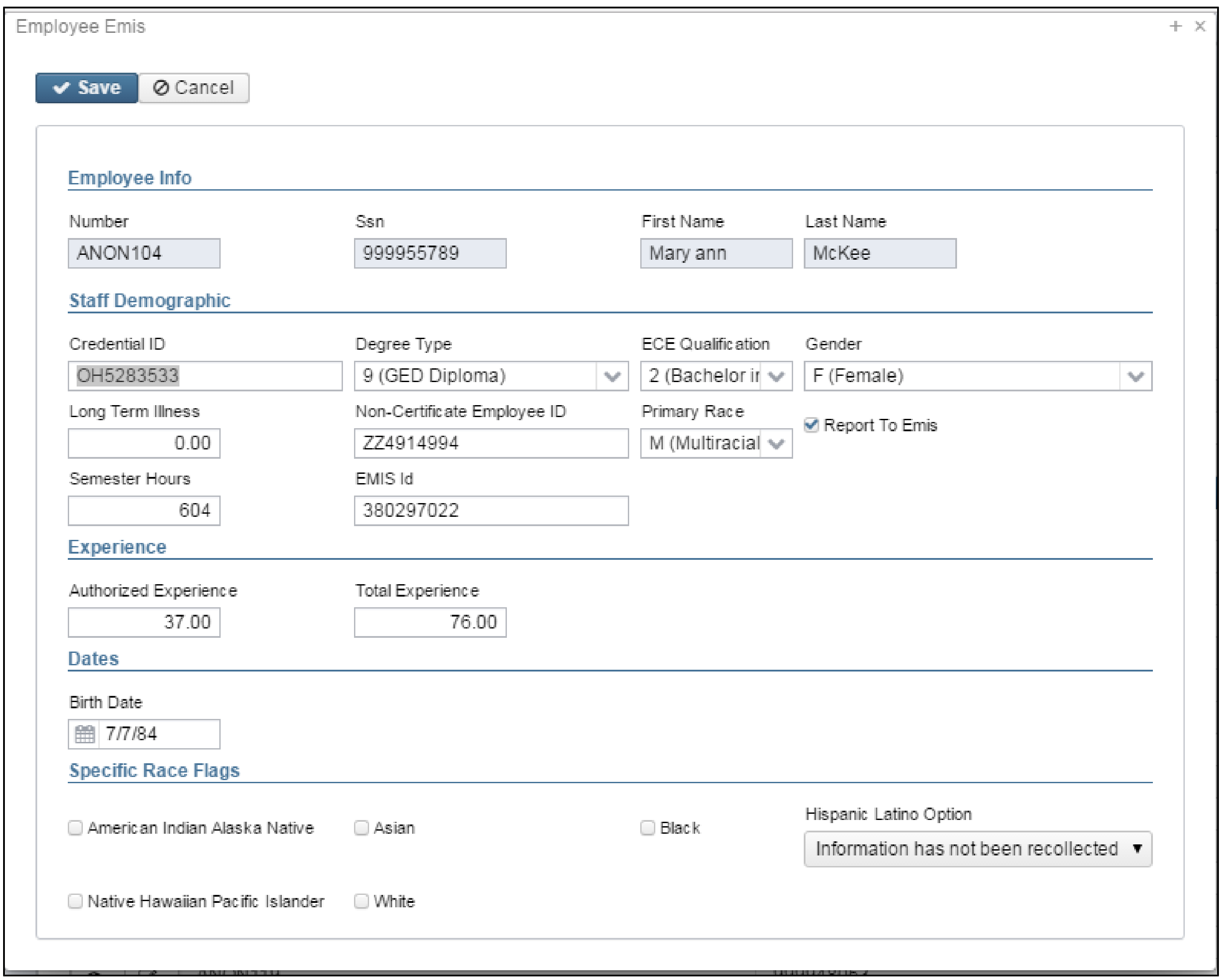
To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:



Employee 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.

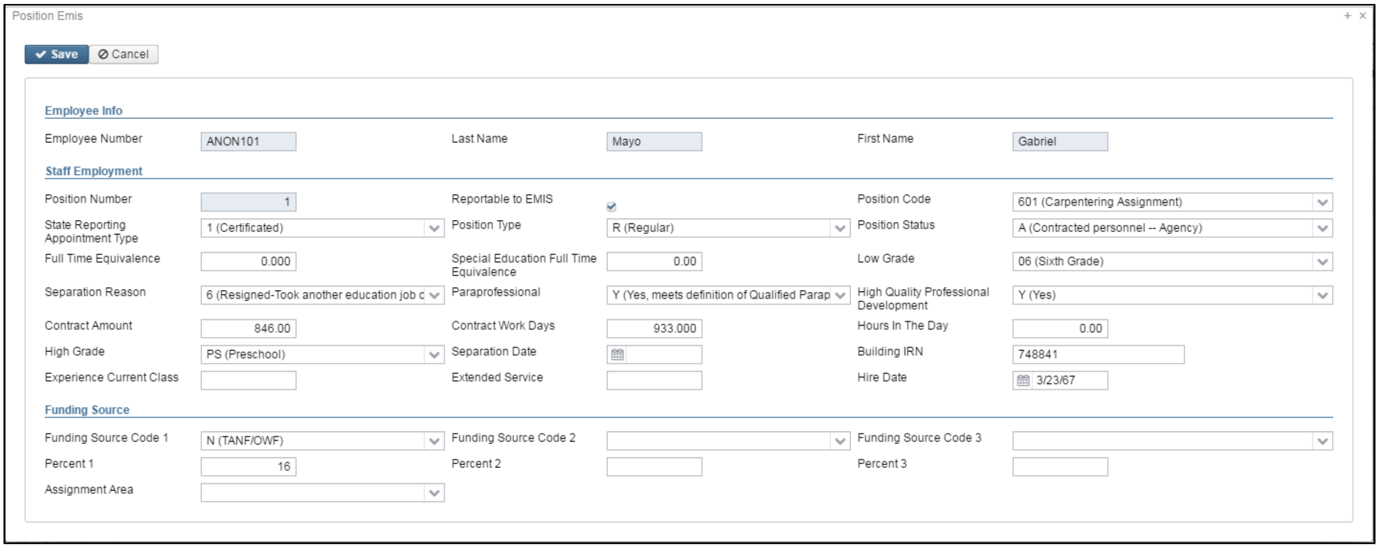
All occurrences of this name will appear. You can then click on the desired employee to open up the Employee EMIS record to view or edit. If using the edit option your modifications can be made and then click **Save** to save your changes. If do not wish to keep the changes you made click **Cancel**



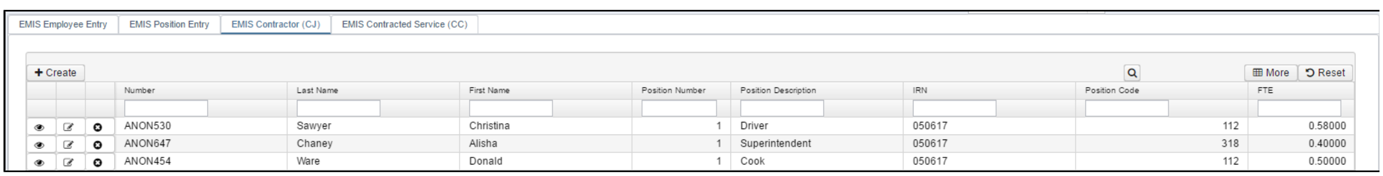
Position EMIS

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.

All occurrences of this name will appear. You can then click on the desired employee to open up the Position EMIS record to view or edit If using the edit option your modifications can be made and then click **Save** to save your changes. If do not wish to keep the changes you made click **Cancel**



EMIS Contractor (CJ)



Number	Last Name	First Name	Position Number	Position Description	IRN	Position Code	FTE
ANON530	Sawyer	Christina	1	Driver	050617	112	0.58000
ANON647	Chaney	Alisha	1	Superintendent	050617	318	0.40000
ANON454	Ware	Donald	1	Cook	050617	112	0.50000

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 **+** next to the **EMIS Contractor Module** A 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.

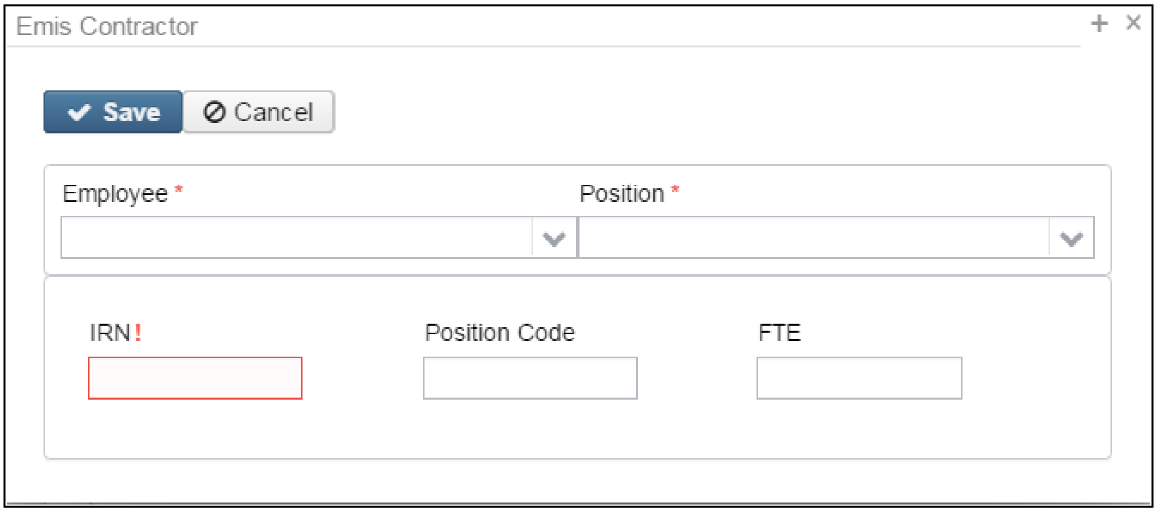
confirming that the EMIS Contractor (CJ) option is installed.

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.

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 **Save** to save your changes. If do not wish to keep the changes you made click **Cancel**.

If you wish to create a new Contractor (CJ) record click the **+ Create** 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

Cancel button.

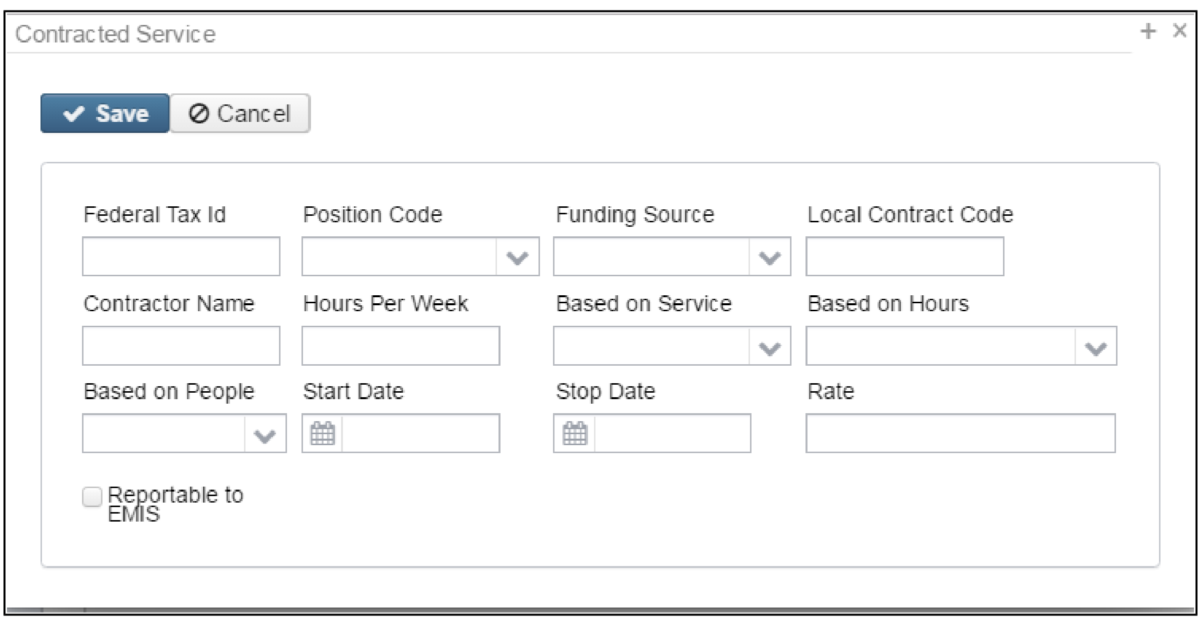


Contracted Service (CC)

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 [view] to view the record or click [edit] to edit the record. If using the edit option your modifications can be made and then click Save to save your changes. If do not wish to keep the changes you made click Cancel

When in the EMIS Contracted Service (CC) tab, to add a new EMIS Contracted Service (CC) record click Create Populate all fields and click Save to add this record. If you do not wish to add this record click Cancel



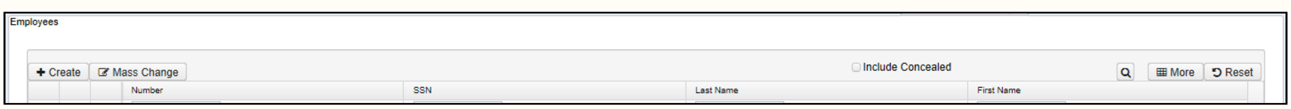
EMIS only employees should use the EMIS Entry Screen to enter the data for EMIS. This screen will give them access to the EMIS reportable fields. Districts can create or choose roles for employees by using ADMIN/ROLE option. Once created, employees can then be given access to the EMIS Entry screen by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

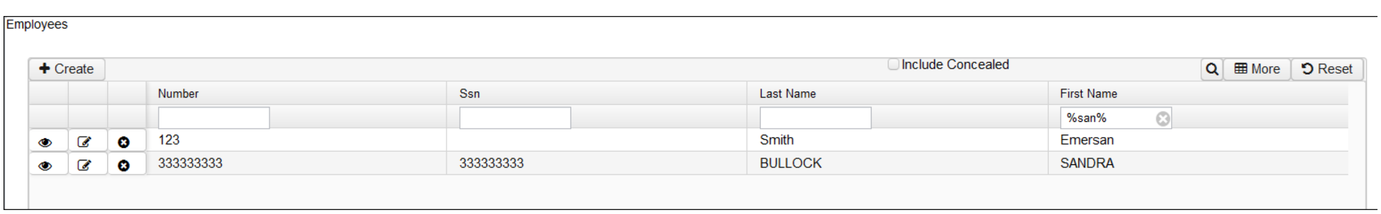
EMIS Entry Video

Employee

Mass Change

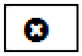
To add the Mass Change option, please click on the Mass Change documentation link to find the How to Steps: Mass Change





Search/View Employee

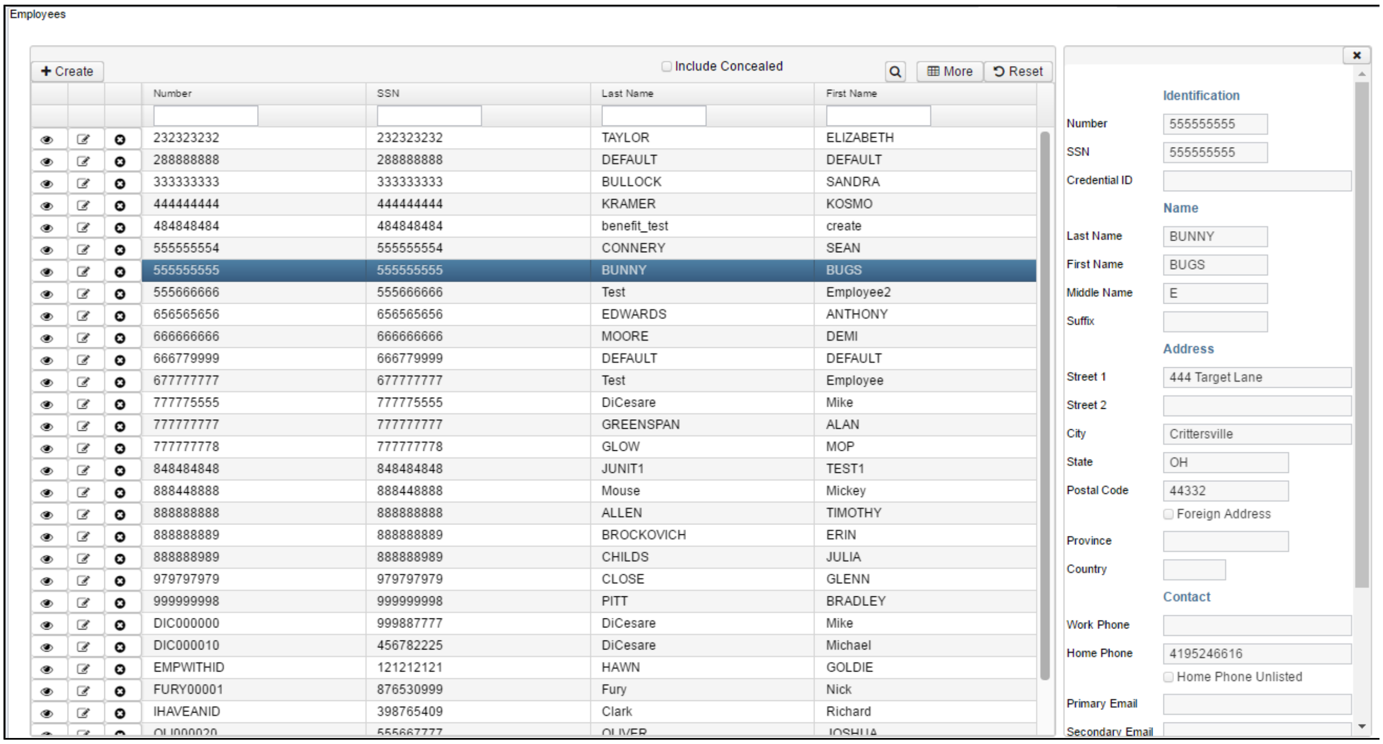
The Employee Grid allows the user to search for existing employees. You can either enter in the Number or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you are wanting to view or edit. Example - First

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  next to the Employee 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.

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

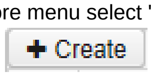
Highlight Viewer

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



Number	SSN	Last Name	First Name
232323232	232323232	TAYLOR	ELIZABETH
288888888	288888888	DEFAULT	DEFAULT
333333333	333333333	BULLOCK	SANDRA
444444444	444444444	KRAMER	KOSMO
484848484	484848484	benefit_test	create
555555554	555555554	CONNERY	SEAN
555555555	555555555	BUNNY	BUGS
555666666	555666666	Test	Employee2
656565656	656565656	EDWARDS	ANTHONY
666666666	666666666	MOORE	DEMI
666779999	666779999	DEFAULT	DEFAULT
677777777	677777777	Test	Employee
777775555	777775555	DiCesare	Mike
777777777	777777777	GREENSPAN	ALAN
777777778	777777778	GLOW	MOP
848484848	848484848	JUNIT1	TEST1
888448888	888448888	Mouse	Mickey
888888888	888888888	ALLEN	TIMOTHY
888888889	888888889	BROCKOVICH	ERIN
888888989	888888989	CHILDS	JULIA
979797979	979797979	CLOSE	GLENN
999999998	999999998	PITT	BRADLEY
DIC000000	999887777	DiCesare	Mike
DIC000010	456782225	DiCesare	Michael
EMPWITHID	121212121	HAWN	GOLDIE
FURY00001	876530999	Fury	Nick
IHAVEANID	398765409	Clark	Richard
OLI000020	555667777	OLIVER	JOSHUA

Add New Employee

1. From Core menu select 'Employee'
2. Click on 

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

Street 1 | Street 2 | City | State

Postal Code | Foreign Address | Province | Country

Contact

Work Phone | Home Phone | Home Phone Unlisted | Primary Email

Secondary Email | Other Email

General

Marital Status | Concealed | Eligible For Retirement | Email Direct Deposit

Multilingual | New Hire Reported ODJFS | ODJFS Reportable | OSDI Code

Part Time | Report to EMIS | Spouse First Name | Sub Days

Dates

Birth Date | Hire Date | Last Paid | ODJFS Hire Date

Termination Date

Employee Date CF

APPLICATION DENIED: Date, Comment | APPLICATION RECEIVED: Date, Comment | DATE BACKGROUND CHECK DONE: Date, Comment | DATE ID RECEIVED: Date, Comment

INTERVIEWED: Date, Comment | LAST EVALUATION: Date, Comment | NEXT EVALUATION: Date, Comment | TEST CODE: Date, Comment

Evaluation

Last Evaluation | Next Evaluation

Experience

Accred District Experience | Authorized Experience | Building Experience | District Experience

Military Experience | Non-Ohio Private Experience | Non-Ohio Public Experience | Ohio Private Experience

Ohio Public Experience | Purchased Experience | Retire System Experience | Total Experience

Trade Experience

Race

Primary Race | American Indian Alaska Native | Asian | Black

Hispanic Latino Option | Native Hawaiian Pacific Islander | White

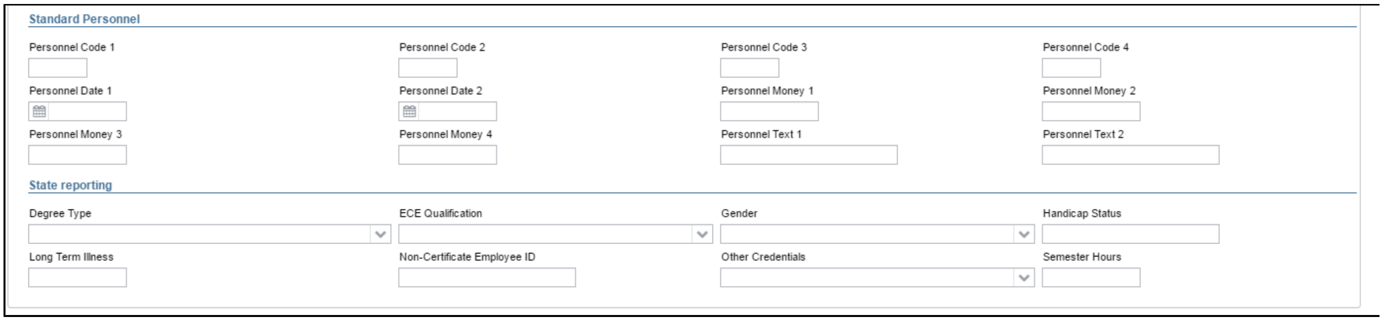
Standard Payroll

Payroll Code 1 | Payroll Code 2 | Payroll Code 3 | Payroll Code 4

Payroll Date 1 | Payroll Date 2 | Payroll Money 1 | Payroll Money 2

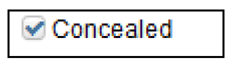
Payroll Money 3 | Payroll Money 4 | Payroll Text 1 | Payroll Text 2

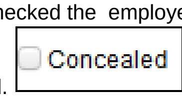
Check Distribution

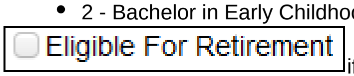


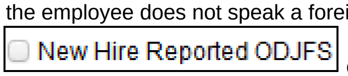
Employee

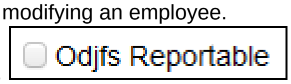
Field definitions:

- **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. 

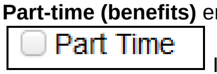
. If the Concealed field is unchecked the employee will be displayed. 

.
- 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
- 

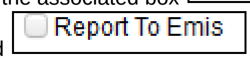
if the employee is eligible for retirement check the associated box. If not eligible for retirement leave box unchecked.
- The **EMIS ID** is the employee's State Staff ID. This is only required if the employee is reportable to EMIS and the SSN is not available.
- **Gender** refers to the employee's 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
- Indicates in the 

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.
- If the employee is 

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 

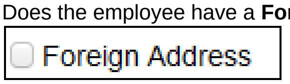
. If this employee record is not reportable to EMIS leave the associated box unchecked 

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

 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
AN Andorra
AO Angola
AV Anguilla
AY Antarctica
AC Antigua and Barbuda
AR Argentina
AM Armenia
AA Aruba
AT Ashmore and Cartier Islands
AS Australia
AU Austria
AJ Azerbaijan

BF Bahamas
BA Bahrain
FQ Baker Island
BG Bangladesh
BB Barbados
BS Bassas da India
BO Belarus
BE Belgium
BH Belize
BN Benin
BD Bermuda
BT Bhutan
BL Bolivia
BK Bosnia-Herzegovina

BC Botswana
BV Bouvet Island
BR Brazil
IO British Indian Ocean Territory
BX Brunei
BU Bulgaria
UV Burkina Faso
BM Burma
BY Burundi
CB Cambodia
CM Cameroon
CA Canada
CV Cape Verde
CJ Cayman Islands

CT Central African Republic
CD Chad
CI Chile
CH China, People's Republic of
KT Christmas Island (Indian Ocean)
IP Clipperton Island
CK Cocos Islands
CO Colombia
CN Comoros
CG Congo (Democratic Republic of)
CW Cook Islands
CR Coral Sea Islands Territory
CS Costa Rica
IV Cote d'ivoire (Ivory Coast)

HR	Croatia
CU	Cuba
CY	Cyprus
EZ	Czech Republic
DA	Denmark
DJ	Djibouti
DO	Dominica
DR	Dominican Republic
TT	East Timor
EC	Ecuador
EG	Egypt
ES	El Salvador
UK	England
EK	Equatorial Guinea

ER	Eritrea
EN	Estonia
ET	Ethiopia
EU	Europa Island
FK	Falkland Islands (Islas Malvinas)
FO	Faroe Islands
FJ	Fiji
FI	Finland
FR	France
FG	French Guiana
FP	French Polynesia
FS	French Southern & Antarctic Lands
GB	Gabon
GA	Gambia, The

GZ	Gaza Strip
GM	Germany
GG	Georgia
GH	Ghana
GI	Gibraltar
GO	Glorioso Islands
GR	Greece
GL	Greenland
GJ	Grenada
GP	Guadeloupe
GT	Guatemala
GK	Guernsey
GV	Guinea
PU	Guinea-Bissau

GY	Guyana
HA	Haiti
HM	Heard Island and McDonald Island
HO	Honduras
HK	Hong Kong
HQ	Howland Island
HU	Hungary
IC	Iceland
IN	India
ID	Indonesia
IR	Iran
IZ	Iraq
EI	Ireland
IS	Israel

IT Italy
JM Jamaica
JN Jan Mayan
JA Japan
DQ Jarvis Island
JE Jersey
JQ Johnston Atoll
JO Jordan
JU Juan de Nova Island
KZ Kazakhstan
KE Kenya
KQ Kingman Reef
KR Kiribati
KN Korea,Democratic People's Repu (North)

KS Korea, Republic of (South)
KU Kuwait
KG Kyrgyzstan
LA Laos
LG Latvia
LE Lebanon
LT Lesotho
LI Liberia
LY Libya
LS Liechtenstein
LH Lithuania
LU Luxembourg
MC Macau
MK Macedonia

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
WA Nambia
NR Nauru
BQ Navassa Island
NP Nepal
NL Netherlands
NT Netherlands Antilles
NC New Caledonia

NZ New Zealand
NU Nicaragua
NG Niger
NI Nigeria
NE Niue
NF Norfolk Island
UK Northern Ireland
NO Norway
MU Oman
PK Pakistan
PS Palau
LQ Palmyra Atoll
PM Panama
PP Papua New Guinea

PF Paracel Islands
PA Paraguay
PE Peru
RP Philippines
PC Pitcairn Island
PL Poland
PO Portugal
QA Qatar
RE Reunion
RO Romania
RS Russia
RW Rwanda
SC St Kitts and Nevis
SH St Helena

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
SW Sweden
SZ Switzerland

SY Syria
TW Taiwan
TI Tajikistan
TZ Tanzania, United Republic of
TH Thailand
TO Togo
TL Tokelau
TN Tonga
TD Trinidad and Tobago
TE Tromelin Island
TS Tunisia
TU Turkey
TX Turkmenistan
TK Turks and Caicos Islands

TV Tuvalu
UG Uganda
UP Ukraine
AE United Arab Emirates
UK United Kingdom
UY Uruguay
UZ Uzbekistan
NH Vanuatu
VT Vatican City
VE Venezuela
VM Vietnam
VI Virgin Islands (British)
WQ Wake Island
UK Wales

TV Tuvalu
UG Uganda
UP Ukraine
AE United Arab Emirates
UK United Kingdom
UY Uruguay
UZ Uzbekistan
NH Vanuatu
VT Vatican City
VE Venezuela
VM Vietnam
VI 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.

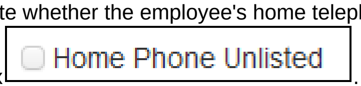
Experience

- **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 

. 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

4. Click **✔ Save** to post the new employee to the system, click on **⊘ Cancel** to not post the new employee and to return to the Employee grid.

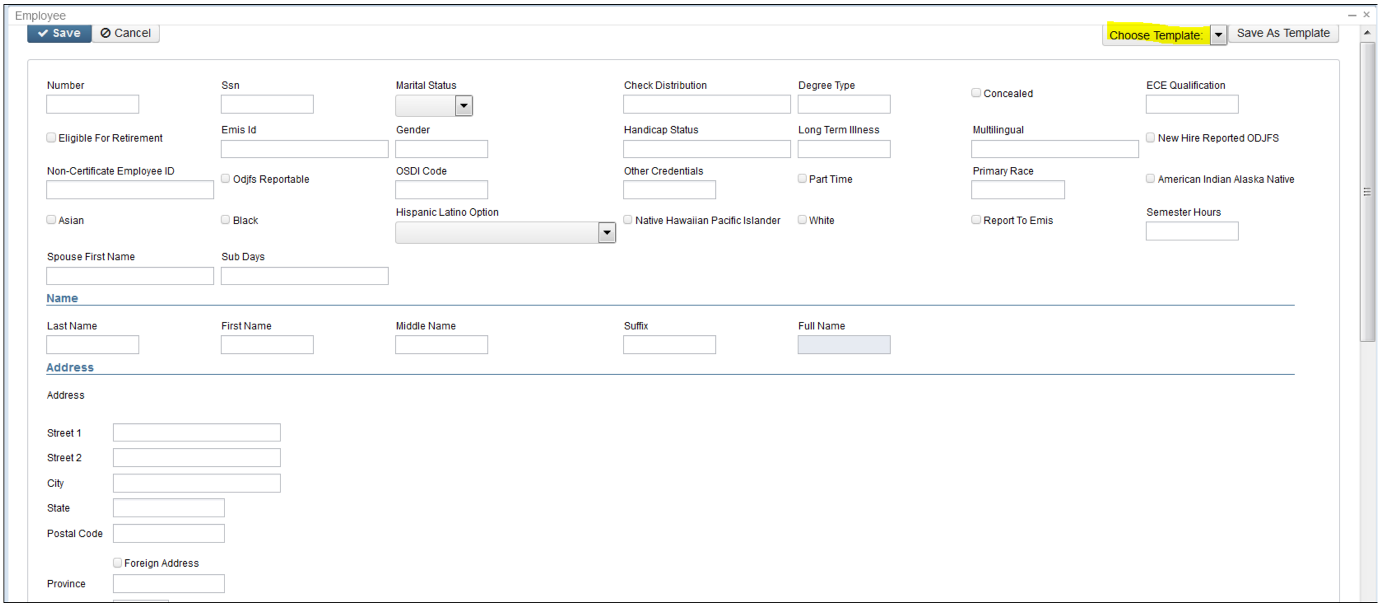
Creating an Employee Template Record

An Employee template record can be created by clicking on the **+ Create** button. You will then populate any recurring field that may be needed 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 **Save As Template** button. You will then receive a prompt to

. You will type in the name of your template and then click **✔ Save**.

Utilization of an Employee Template Record

To create a new Employee record using the Employee Templates click + Create. You can then click on Choose Template: 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 Employee record you are creating. You can then add the remaining Employee data needed and click Save to complete the creation of this record. If you do not want this record saved you can click the Cancel button.



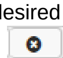
Edit Employee

To edit a current Employee

1. Search desired Employee on grid
2. Click on  to edit the Employee
3. Make desired changes
4. Click on Save to save desired changes to Employee, click on Cancel to not post changes and return to the Employee grid.

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
2. Click on  to delete the Employee
3. Click on "delete" to confirm deletion

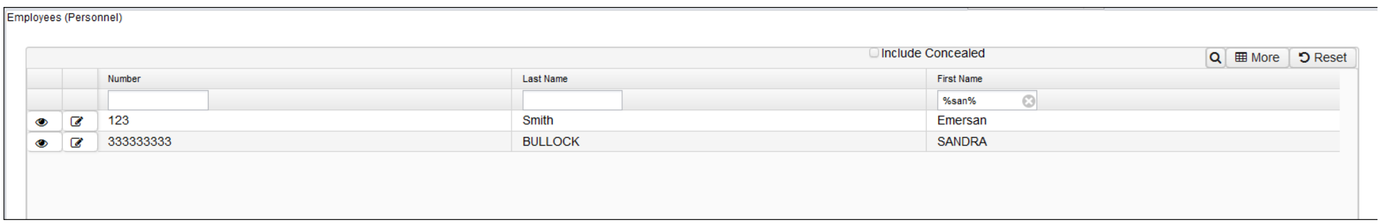
Employee Video

Employees (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.

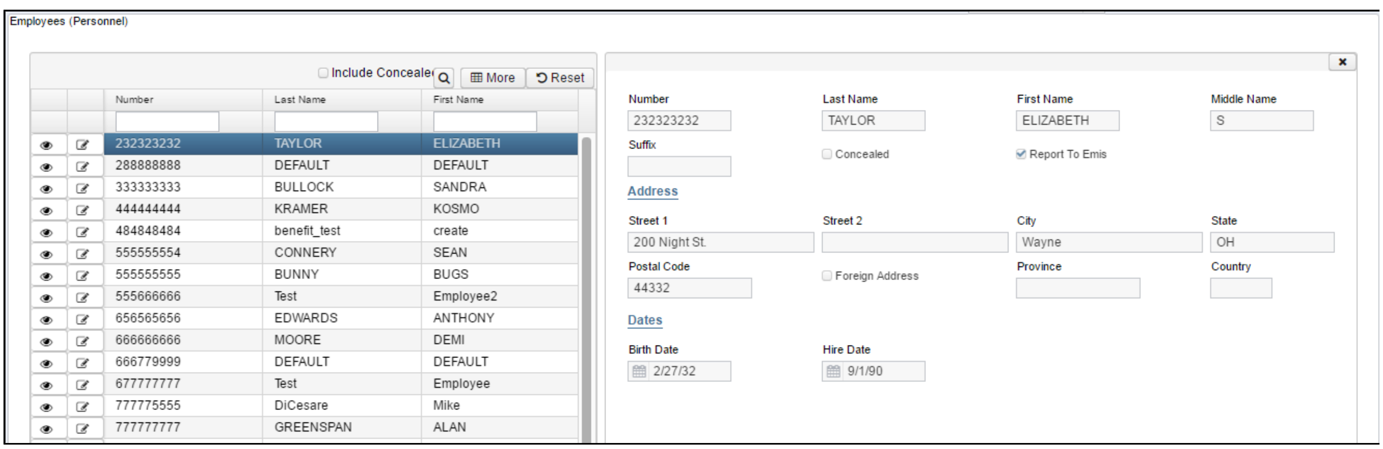
1. Employee Name
2. Address
3. Dates
4. Legal Name
5. Race

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

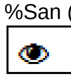
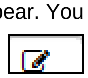
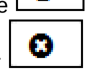


Highlight Viewer

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



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  next to the Employee 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.

The Advanced Search can be utilized by clicking on the  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.

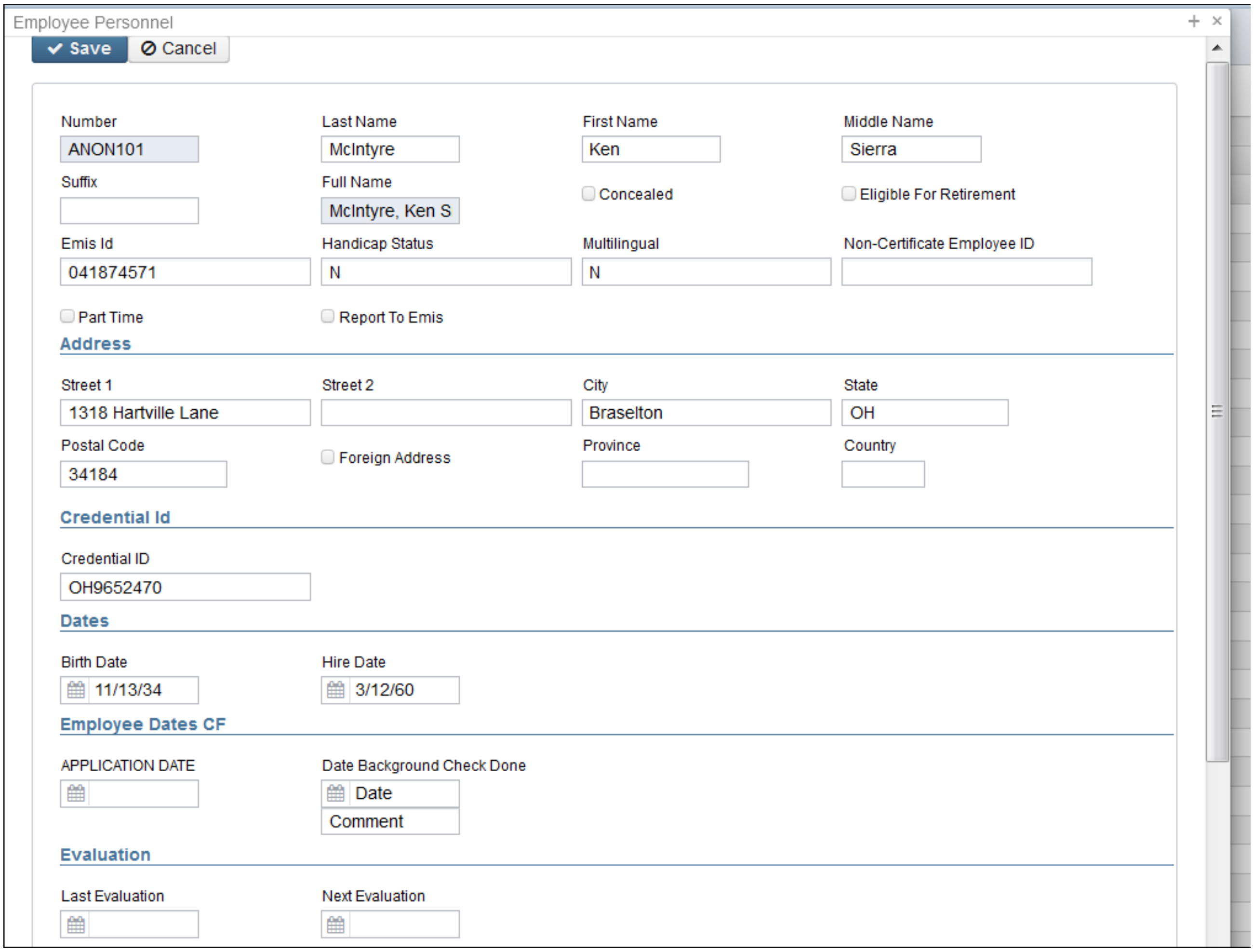
Edit Employee (Personnel)

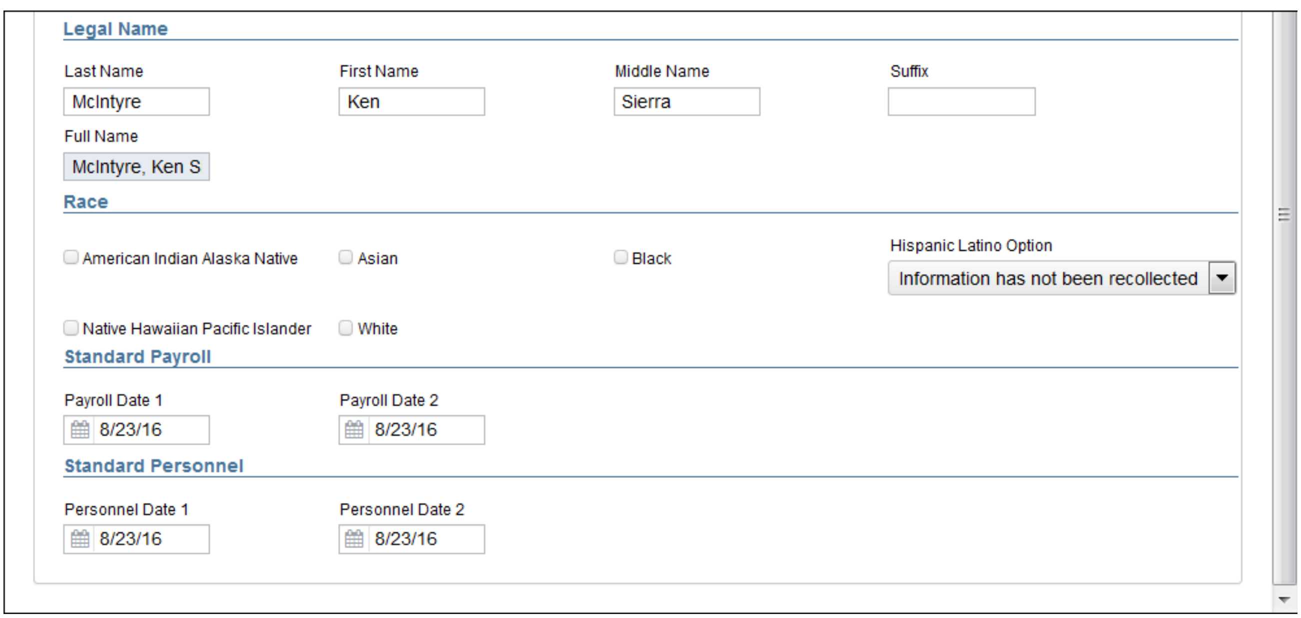
Only fields that are allowed to be edited will be displayed in White. Blue fields can not be updated by the user.

1. Search desired employee on grid
2. Click on  to edit the employee
3. Make desired changes
4. Click 

to save desired changes to employee, click on 

to not post changes and return to the Employee (Personnel) grid





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.

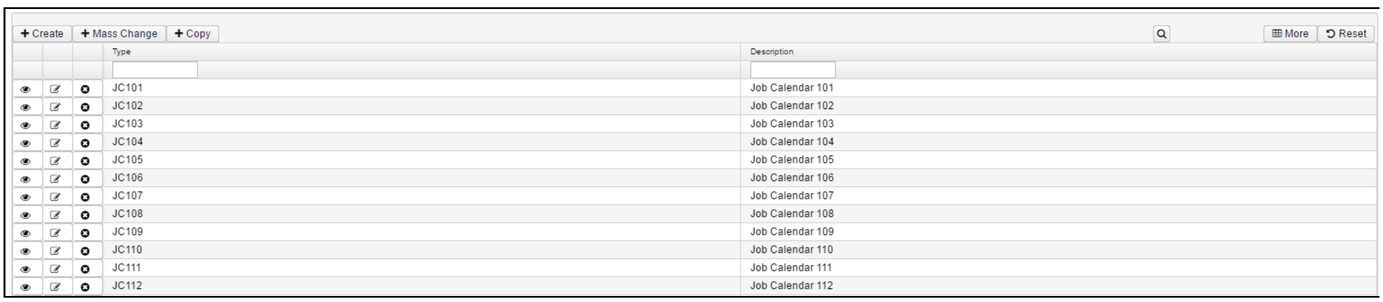
Purpose of a Job Calendar

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.

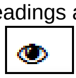
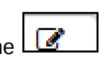
Job Calendars is used to add, delete, modify, copy and mass change calendars. The copy function allows you to copy a calendar from one calendar type to another. Mass change allows you to enter things such as holidays and calamity days across many calendars at once.

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


+ Create | + Mass Change | + Copy | More | Reset

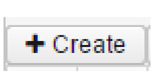
Type	Description
JC101	Job Calendar 101
JC102	Job Calendar 102
JC103	Job Calendar 103
JC104	Job Calendar 104
JC105	Job Calendar 105
JC106	Job Calendar 106
JC107	Job Calendar 107
JC108	Job Calendar 108
JC109	Job Calendar 109
JC110	Job Calendar 110
JC111	Job Calendar 111
JC112	Job Calendar 112

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  next to the Employee record you are searching for to view the data relating to this Job Calendar or click on the  to edit the record or  to delete the record.

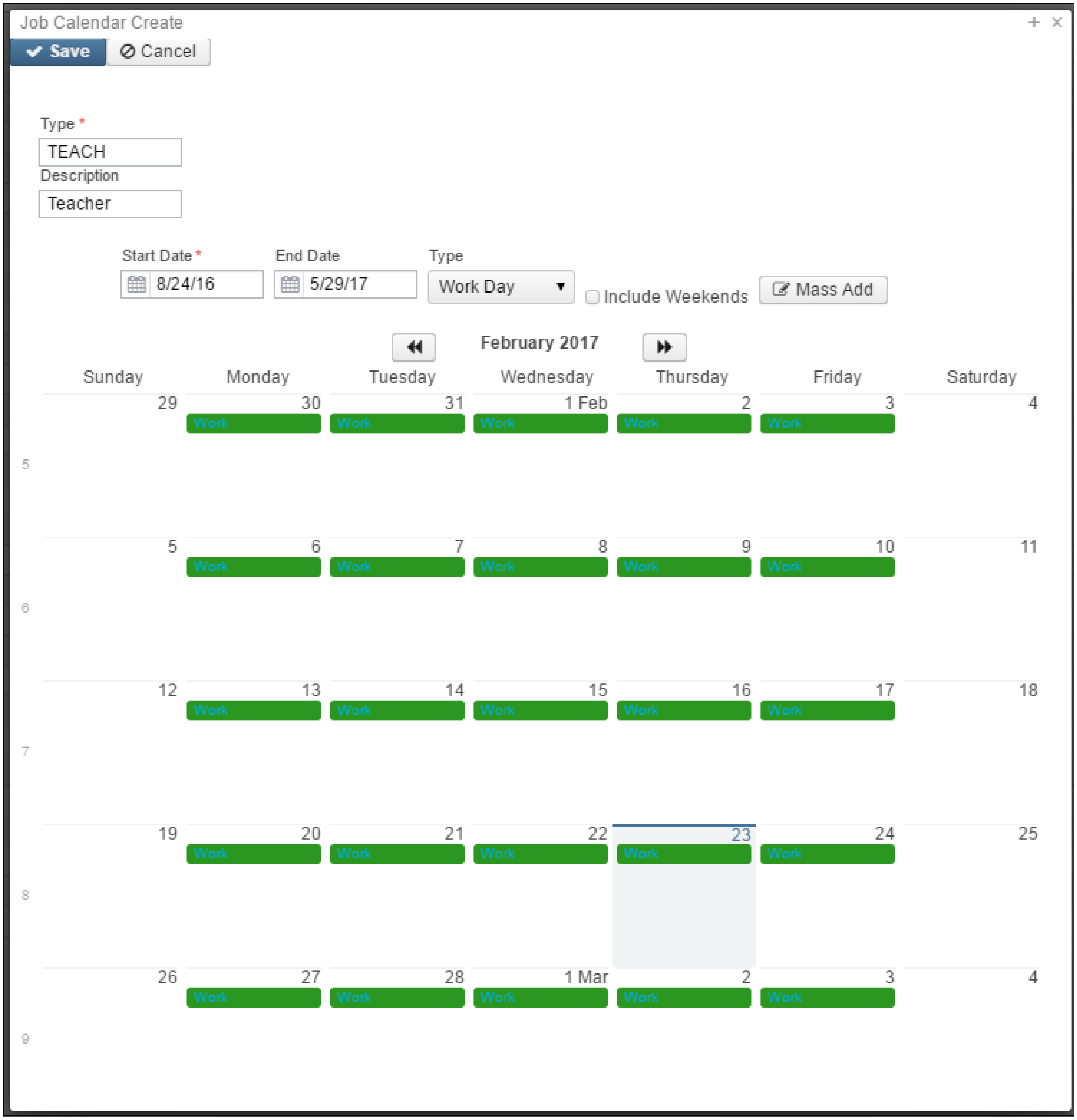
A Calendar with days on it cannot be deleted. An Error will occur:

Add new Job Calendar

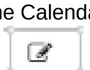
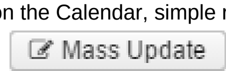
1. From Core menu select 'Job Calendar'
2. Click on 

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?
4. Once all Calendar information is added, select 

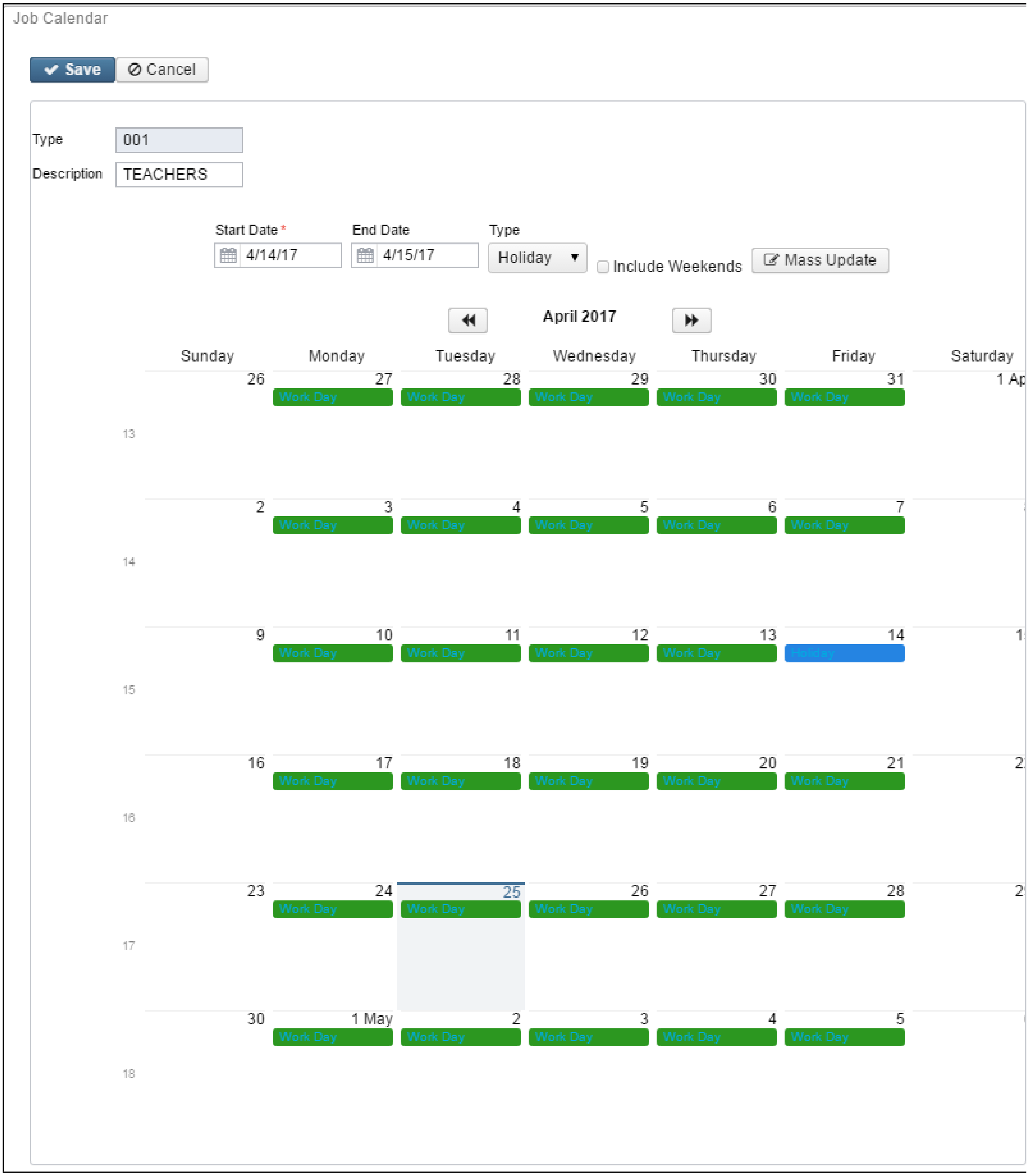
5. Click on 'Save'



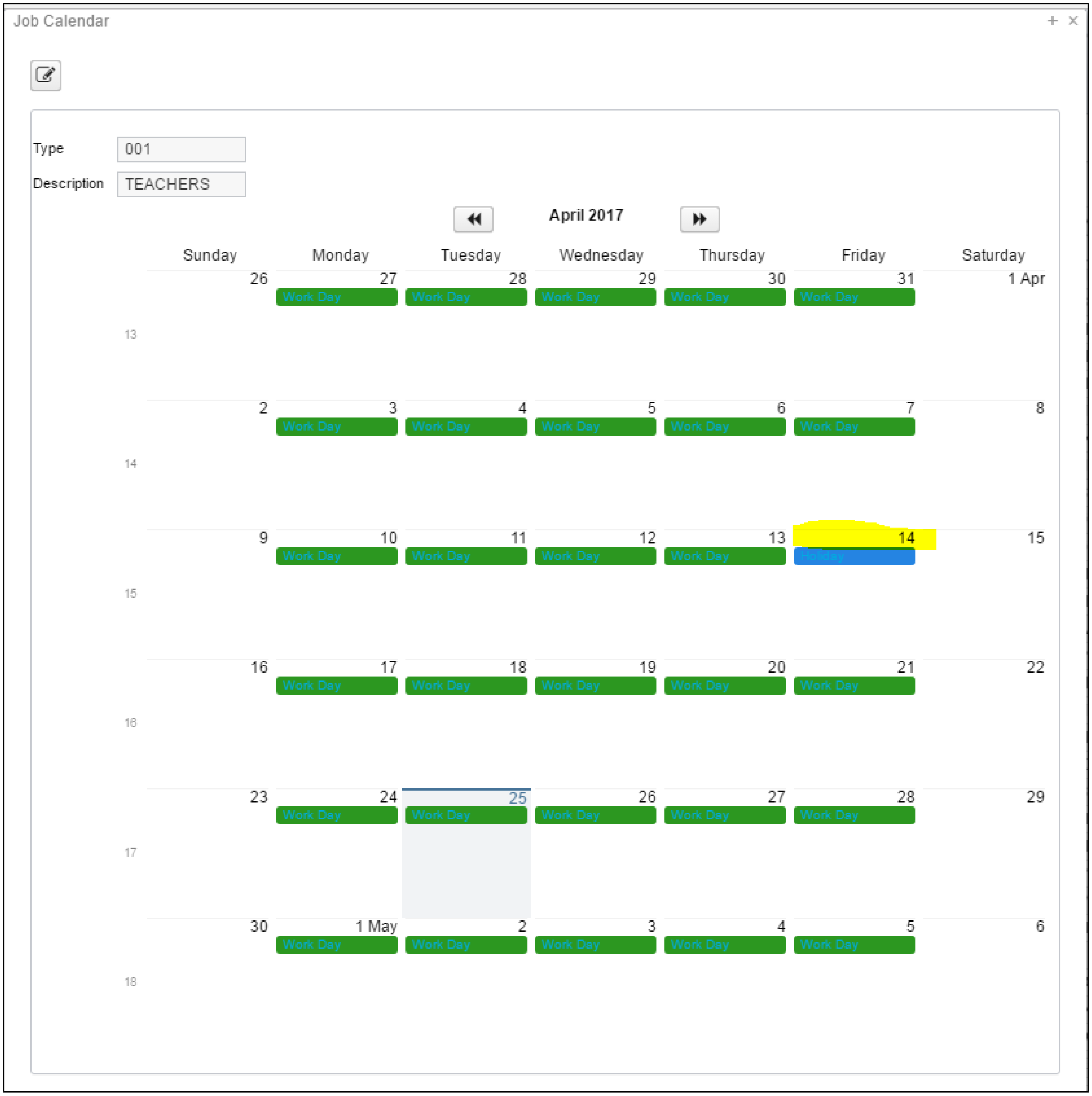
Edit/Modify a Calendar Day

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 

to add or update the Type of day.

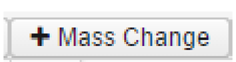


4. click on  or 'Cancel' to not save the change



Mass Change a Calendar Day

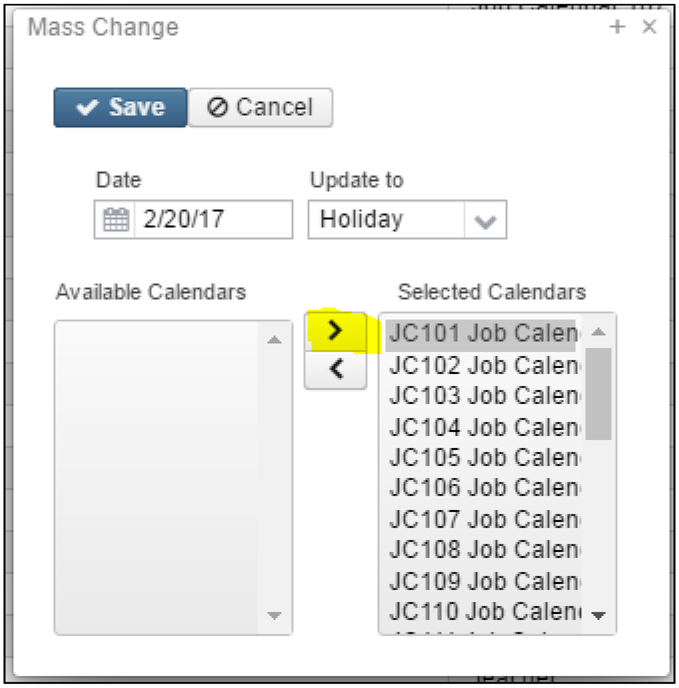
The Mass Change option allows the type of day to be updated across several calendar types with a single entry. For example, a district had a calamity day and multiple calendars need marked accordingly.

1. Select 

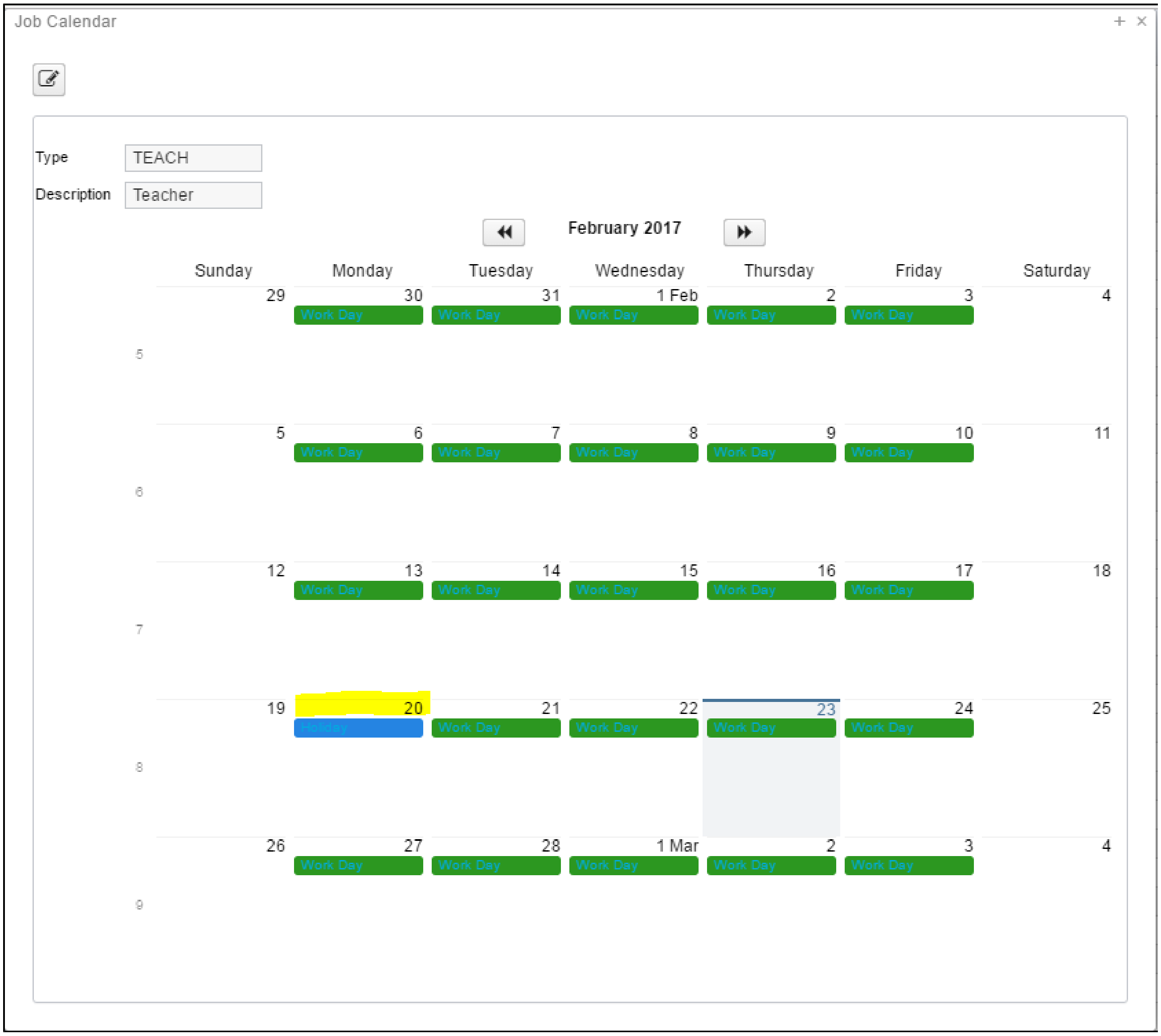
2. Enter in the date to be updated in the **Date** field
3. In the **Update to** field offers the following options:
    1. Work
    2. Holiday
    3. Calamity
    4. Makeup
    5. Blank = Non=work day or Unpaid holiday

4. Select **Available Calendar** or Calendars by holding down the Shift + down arrow key and then click on the  to move then to **Selec**

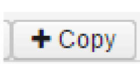
ted Calendars

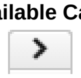
5. 

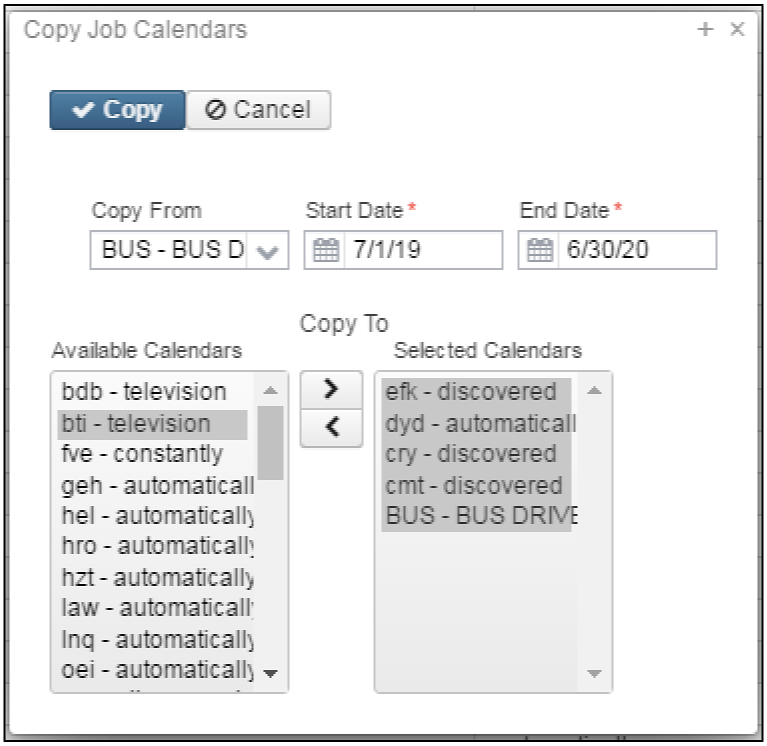
6. Click on **'Save'**

7. 

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 

6. 

7. Then click on 

Leaves

- Mass Change

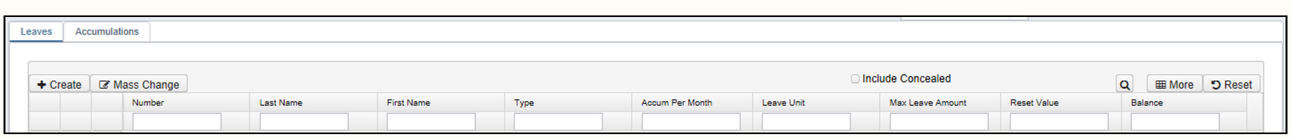
- Search/View Employee Leaves
- Highlight Viewer
- Leaves
  - Create a Leaves Record
  - Creating a Leaves Template Record
  - Utilization of a Leaves Template Record
  - Edit Employee Leaves
  - Delete Employee Leaves

- Accumulations
  - Search/View Employee Accumulations
  - Create a Accumulation Record
  - Delete Employee Accumulation Leave

- Leaves Video

Mass Change

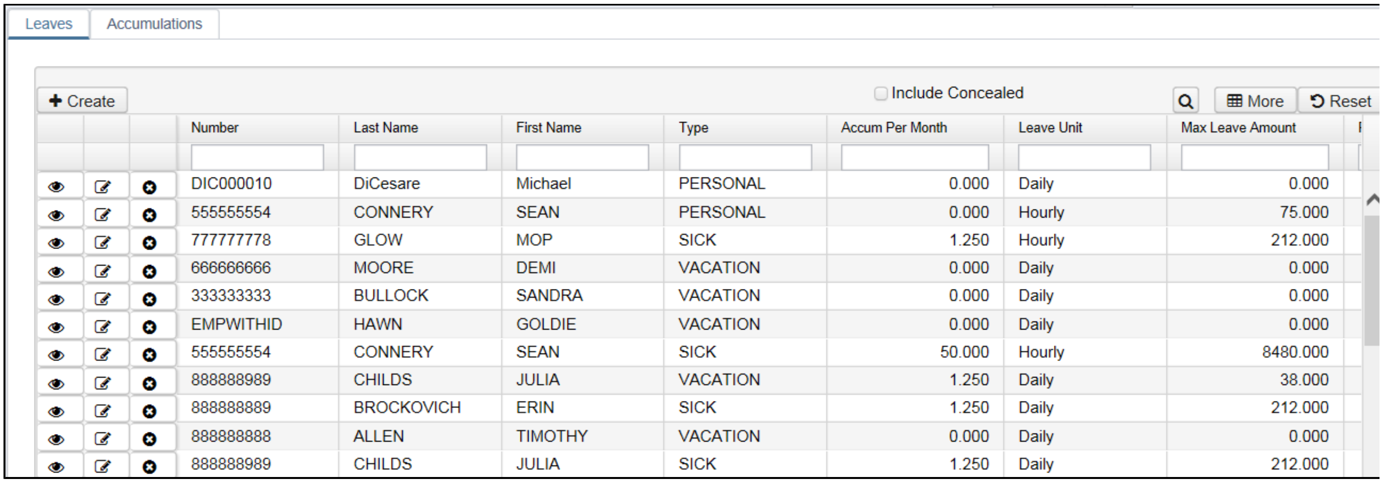
To add the Mass Change option, please click on the Mass Change documentation link to find the How to Steps: Mass Change



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.



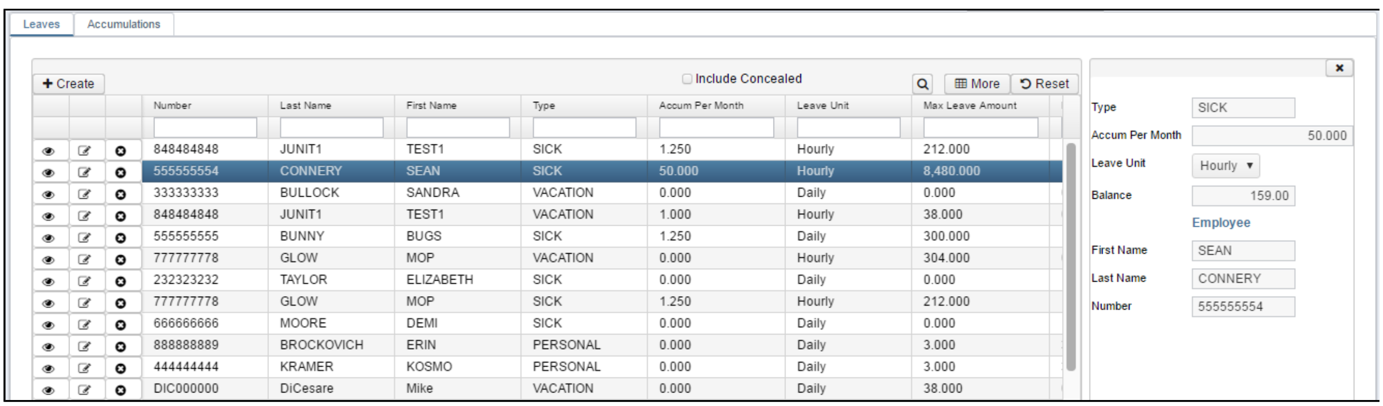
Leaves | Accumulations

+ Create | Include Concealed | More | Reset

Number	Last Name	First Name	Type	Accum Per Month	Leave Unit	Max Leave Amount
DIC000010	DiCesare	Michael	PERSONAL	0.000	Daily	0.000
555555554	CONNERY	SEAN	PERSONAL	0.000	Hourly	75.000
777777778	GLOW	MOP	SICK	1.250	Hourly	212.000
666666666	MOORE	DEMI	VACATION	0.000	Daily	0.000
333333333	BULLOCK	SANDRA	VACATION	0.000	Daily	0.000
EMPWITHID	HAWN	GOLDIE	VACATION	0.000	Daily	0.000
555555554	CONNERY	SEAN	SICK	50.000	Hourly	8480.000
888888989	CHILDS	JULIA	VACATION	1.250	Daily	38.000
888888889	BROCKOVICH	ERIN	SICK	1.250	Daily	212.000
888888888	ALLEN	TIMOTHY	VACATION	0.000	Daily	0.000
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 | Accumulations

+ Create | Include Concealed | More | Reset

Number	Last Name	First Name	Type	Accum Per Month	Leave Unit	Max Leave Amount
848484848	JUNIT1	TEST1	SICK	1.250	Hourly	212.000
555555554	CONNERY	SEAN	SICK	50.000	Hourly	8,480.000
333333333	BULLOCK	SANDRA	VACATION	0.000	Daily	0.000
848484848	JUNIT1	TEST1	VACATION	1.000	Hourly	38.000
555555555	BUNNY	BUGS	SICK	1.250	Daily	300.000
777777778	GLOW	MOP	VACATION	0.000	Hourly	304.000
232323232	TAYLOR	ELIZABETH	SICK	0.000	Daily	0.000
777777778	GLOW	MOP	SICK	1.250	Hourly	212.000
666666666	MOORE	DEMI	SICK	0.000	Daily	0.000
888888889	BROCKOVICH	ERIN	PERSONAL	0.000	Daily	3.000
444444444	KRAMER	KOSMO	PERSONAL	0.000	Daily	3.000
DIC000000	DiCesare	Mike	VACATION	0.000	Daily	38.000

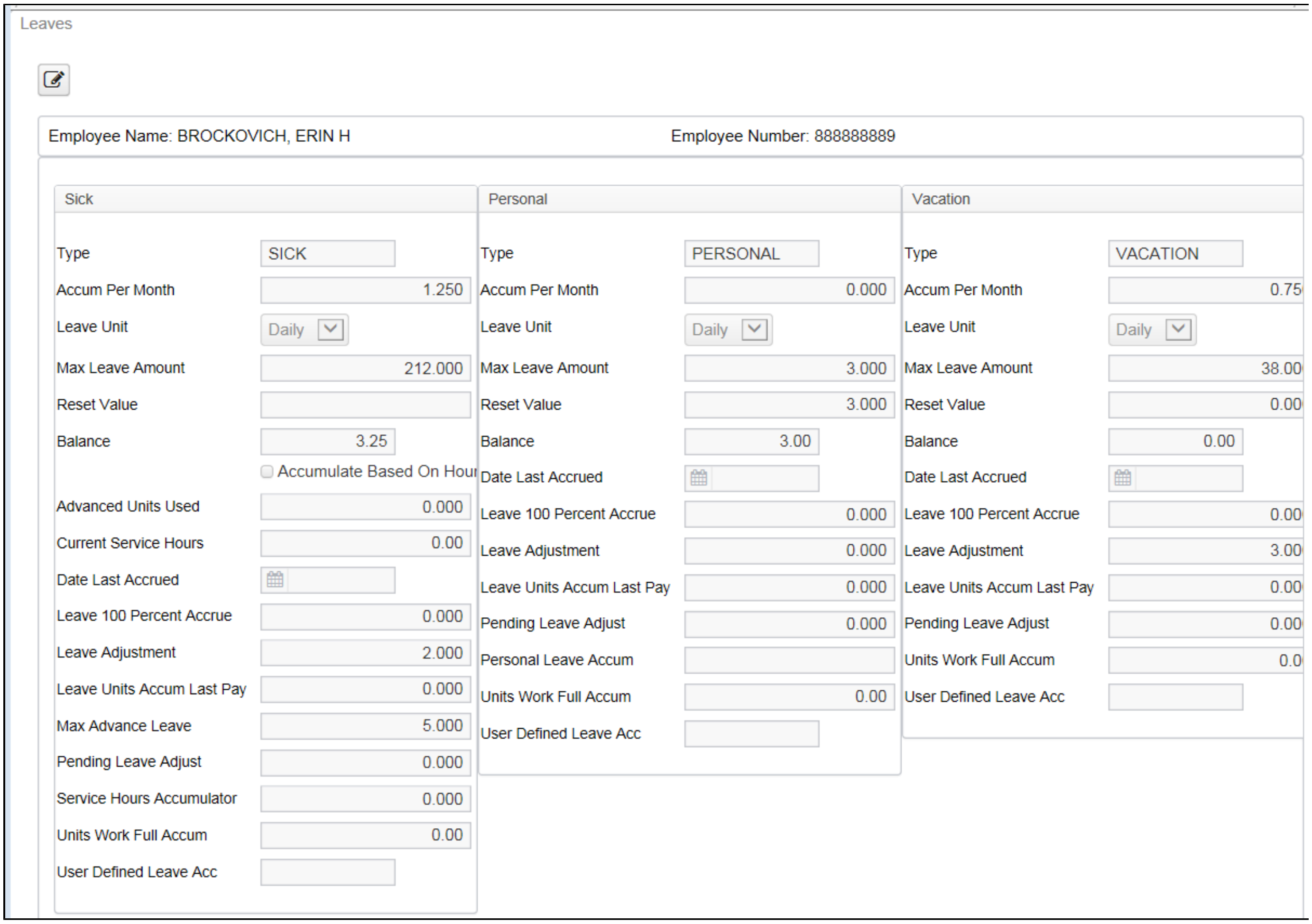
Type: SICK
Accum Per Month: 50.000
Leave Unit: Hourly
Balance: 159.00
Employee
First Name: SEAN
Last Name: CONNERY
Number: 555555554

Leaves

Create a Leaves Record

1. From the Core menu select 'Leaves'
2. Click on + Create
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.

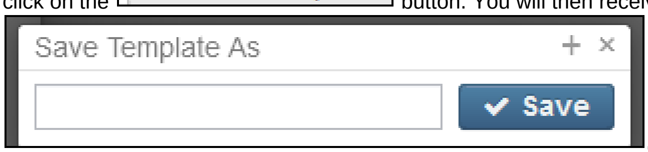


4. Enter in desired information for the Employees Leave

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

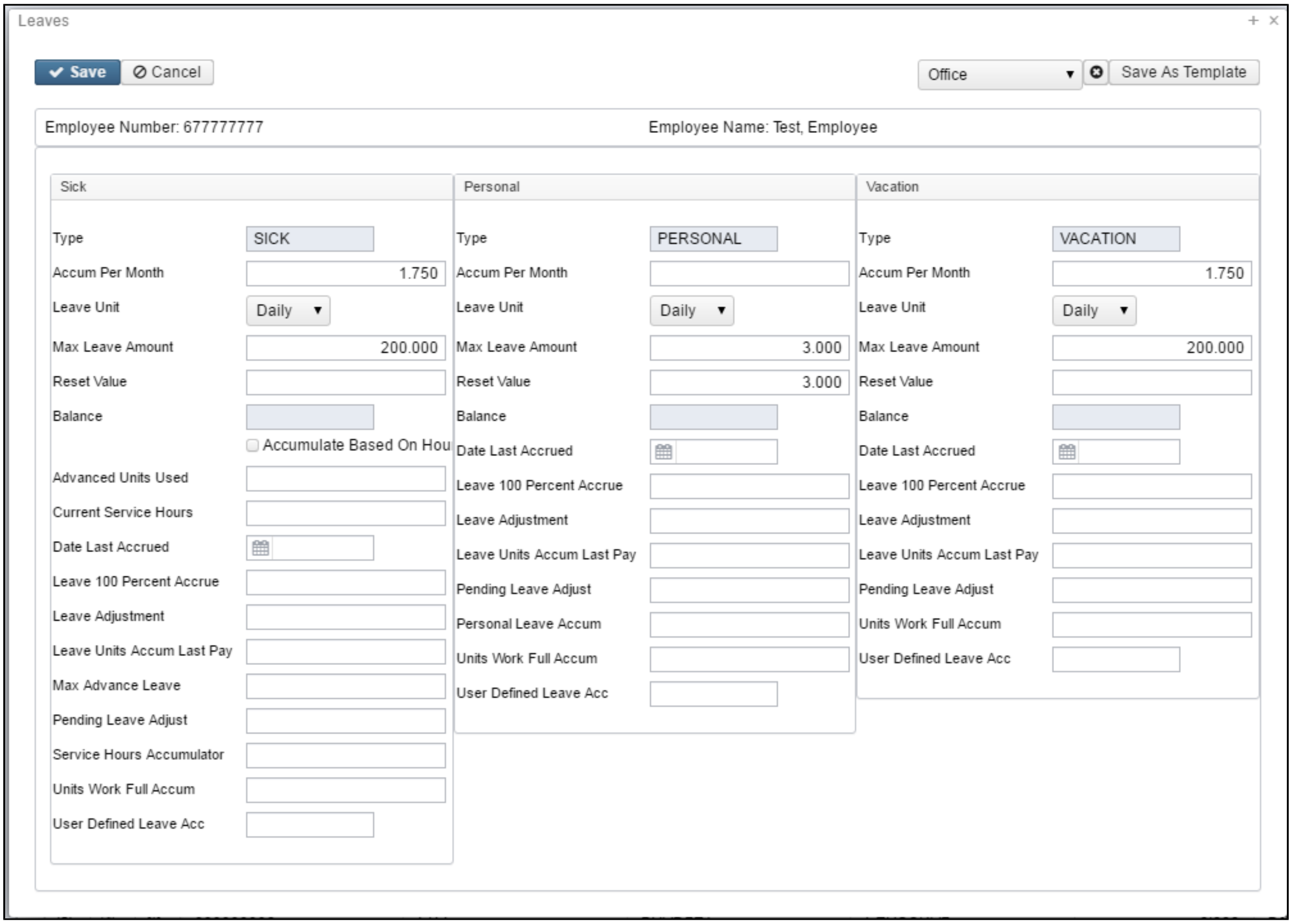
A Leaves template record can be created by clicking on the ✚ Create button. You will then populate any recurring field that may be needed on the record. You can setup multiple template records for different types of leave. Once these fields have been populated you can then click on the Save As Template button. You will then receive a prompt to



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

Utilization of a Leaves Template Record

To create a new Leaves record using the Leaves Templates click ✚ 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 previously stored when you created this template will populate on the Leaves record you are creating. You can then add the remaining Leaves 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 ⊘ Cancel button.

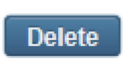


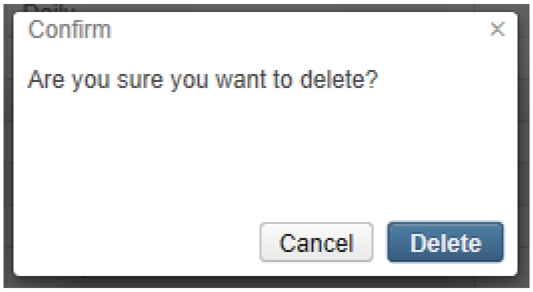
Edit Employee Leaves

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

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

Delete Employee Leaves

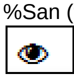
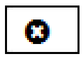
1. Search desired Employee on grid to delete
2. Click on  to delete the Employee Leave
3. Click on  to confirm deletion or Cancel to not delete Leaves

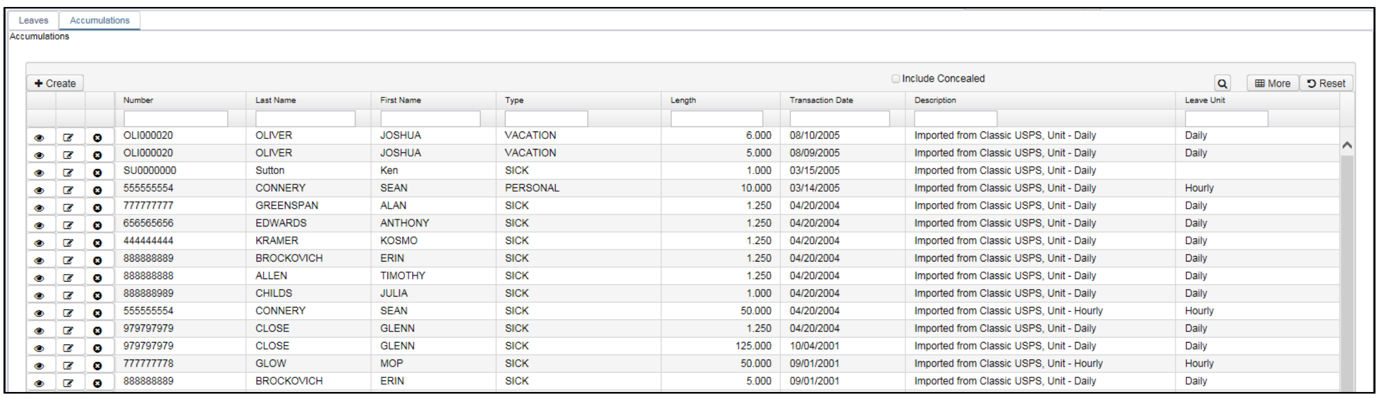


Accumulations

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  next to the Accumulation 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.


Leaves | Accumulations
Accumulations

+ Create | Include Concealed | More | Reset

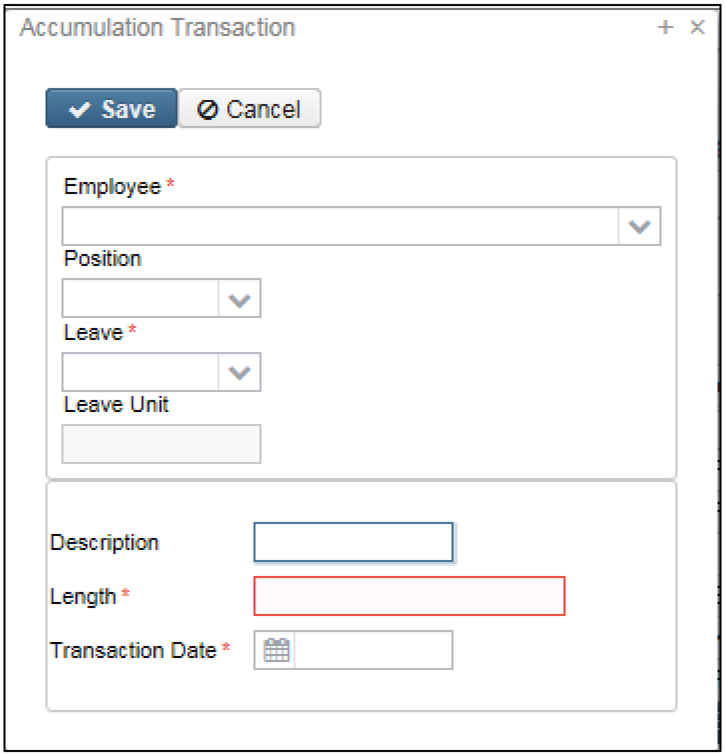
Number	Last Name	First Name	Type	Length	Transaction Date	Description	Leave Unit
OLI000020	OLIVER	JOSHUA	VACATION	6.000	08/10/2005	Imported from Classic USPS, Unit - Daily	Daily
OLI000020	OLIVER	JOSHUA	VACATION	5.000	08/09/2005	Imported from Classic USPS, Unit - Daily	Daily
SU0000000	Sutton	Ken	SICK	1.000	03/15/2005	Imported from Classic USPS, Unit - Daily	
555555554	CONNERY	SEAN	PERSONAL	10.000	03/14/2005	Imported from Classic USPS, Unit - Daily	Hourly
777777777	GREENSPAN	ALAN	SICK	1.250	04/20/2004	Imported from Classic USPS, Unit - Daily	Daily
656565656	EDWARDS	ANTHONY	SICK	1.250	04/20/2004	Imported from Classic USPS, Unit - Daily	Daily
444444444	KRAMER	KOSMO	SICK	1.250	04/20/2004	Imported from Classic USPS, Unit - Daily	Daily
888888889	BROCKOVICH	ERIN	SICK	1.250	04/20/2004	Imported from Classic USPS, Unit - Daily	Daily
888888888	ALLEN	TIMOTHY	SICK	1.250	04/20/2004	Imported from Classic USPS, Unit - Daily	Daily
888888989	CHILDS	JULIA	SICK	1.000	04/20/2004	Imported from Classic USPS, Unit - Daily	Daily
555555554	CONNERY	SEAN	SICK	50.000	04/20/2004	Imported from Classic USPS, Unit - Hourly	Hourly
979797979	CLOSE	GLENN	SICK	1.250	04/20/2004	Imported from Classic USPS, Unit - Daily	Daily
979797979	CLOSE	GLENN	SICK	125.000	10/04/2001	Imported from Classic USPS, Unit - Daily	Daily
777777778	GLOW	MOP	SICK	50.000	09/01/2001	Imported from Classic USPS, Unit - Hourly	Hourly
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
9. Click on 

to save desired changes to the Employee's Accumulation, click on Cancel to not post changes and return to the Accumulations grid.



Edit Employee Accumulation Leave

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

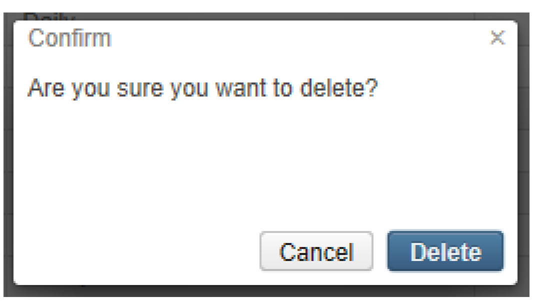
1. Search desired Employee on grid
2. Click on  to edit the Employee
3. Make desired changes
4. Click on 

to save desired changes to the Employees Accumulation, click on Cancel to not post changes and return to 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 

to confirm deletion or Cancel to not delete Accumulation



Leaves Video

Organization

The Organization option maintains district data.

Organization Detail

Name	Jackson (Demo)
Irn	383374
Address	
Street 1	1447 Public Way
Street 2	
City	Watkinsville
State	Ohio
Postal Code	56622
	☐ Foreign Address
Province	
Country	US
County	Clayton County
International Code	
Number	
Extension	
	☐ Unlisted
Federal Ein	542579129
State Ein	659370137
Odjfs Number	074715174
Sers Code	075603
Strs Code	1905
EMIS Fiscal Year	2016

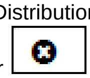
Pay Distributions

Mass Change

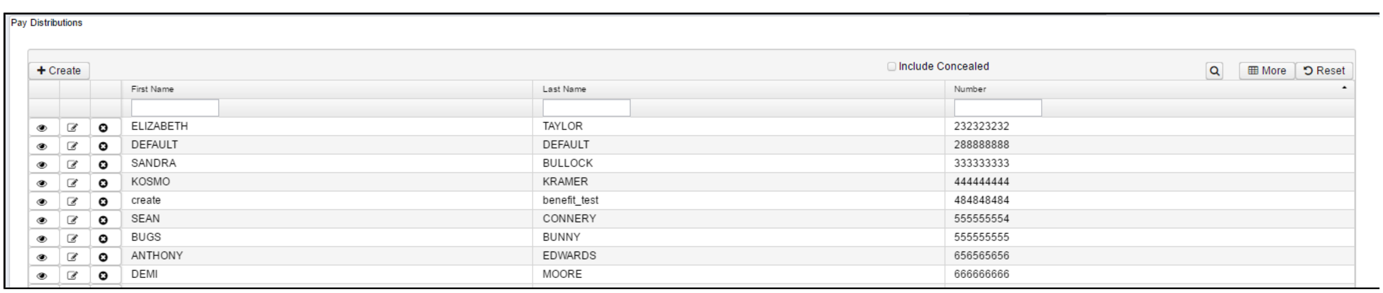
To add the Mass Change option, please click on the Mass Change documentation link to find the How to Steps: Mass Change

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.

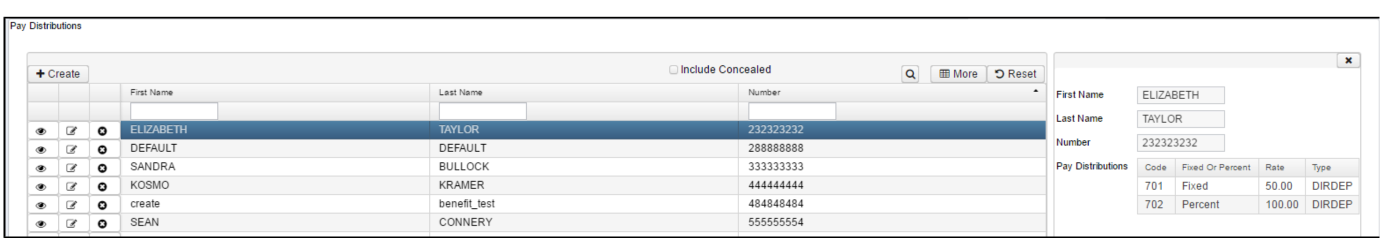
Search/View Pay Distributions

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  next to 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  to delete the record.

Highlight Viewer

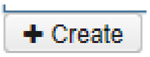


To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:

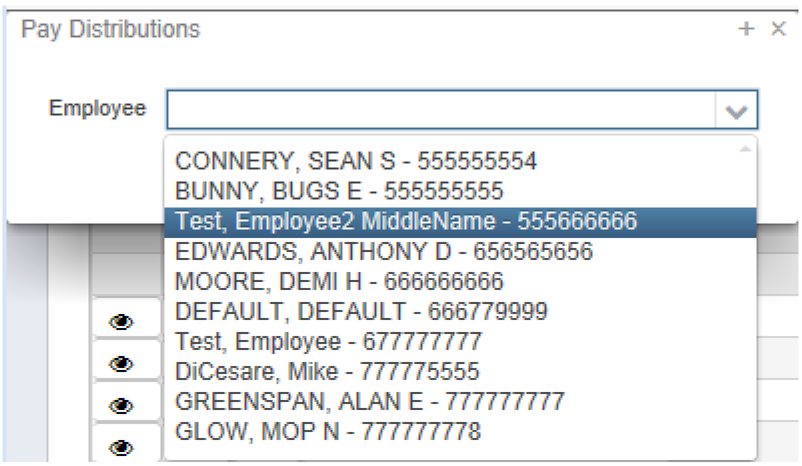


Pay Distributions are to be created for each employee. This will determine how an employee should be paid, either by Direct Deposit or Check:

Create Pay Distributions

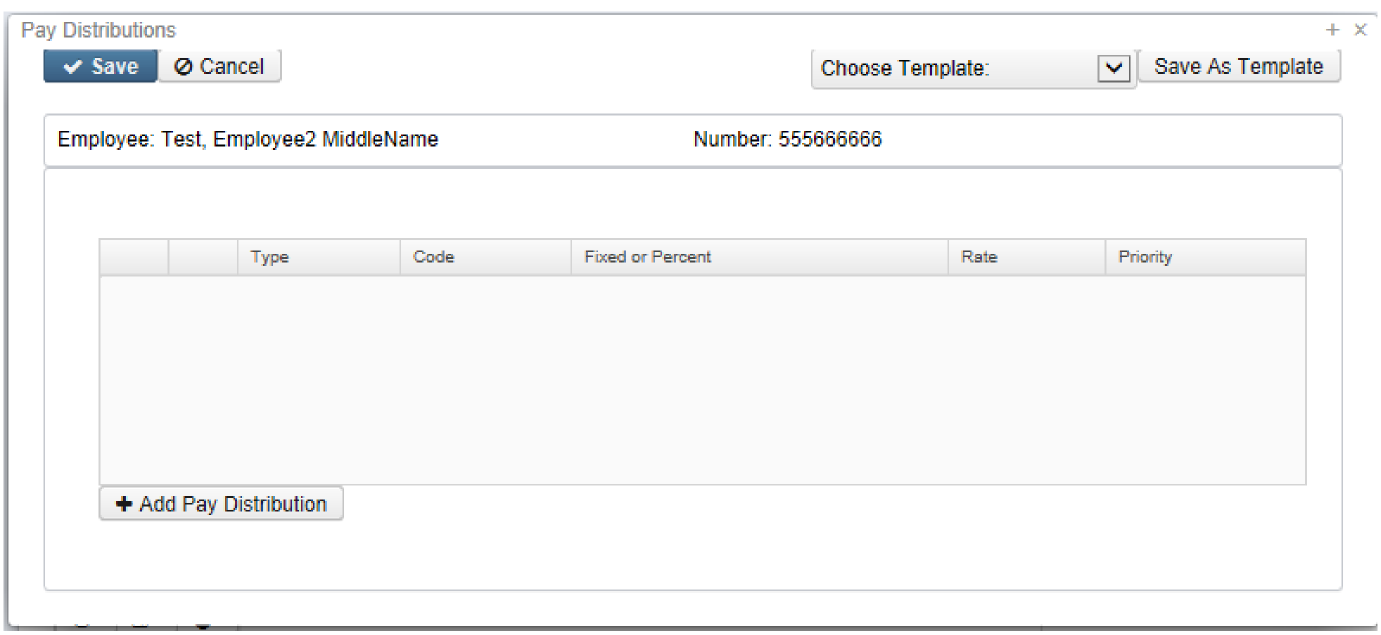
1. Click on 

to select an employee from the drop down box and click on 'Continue':



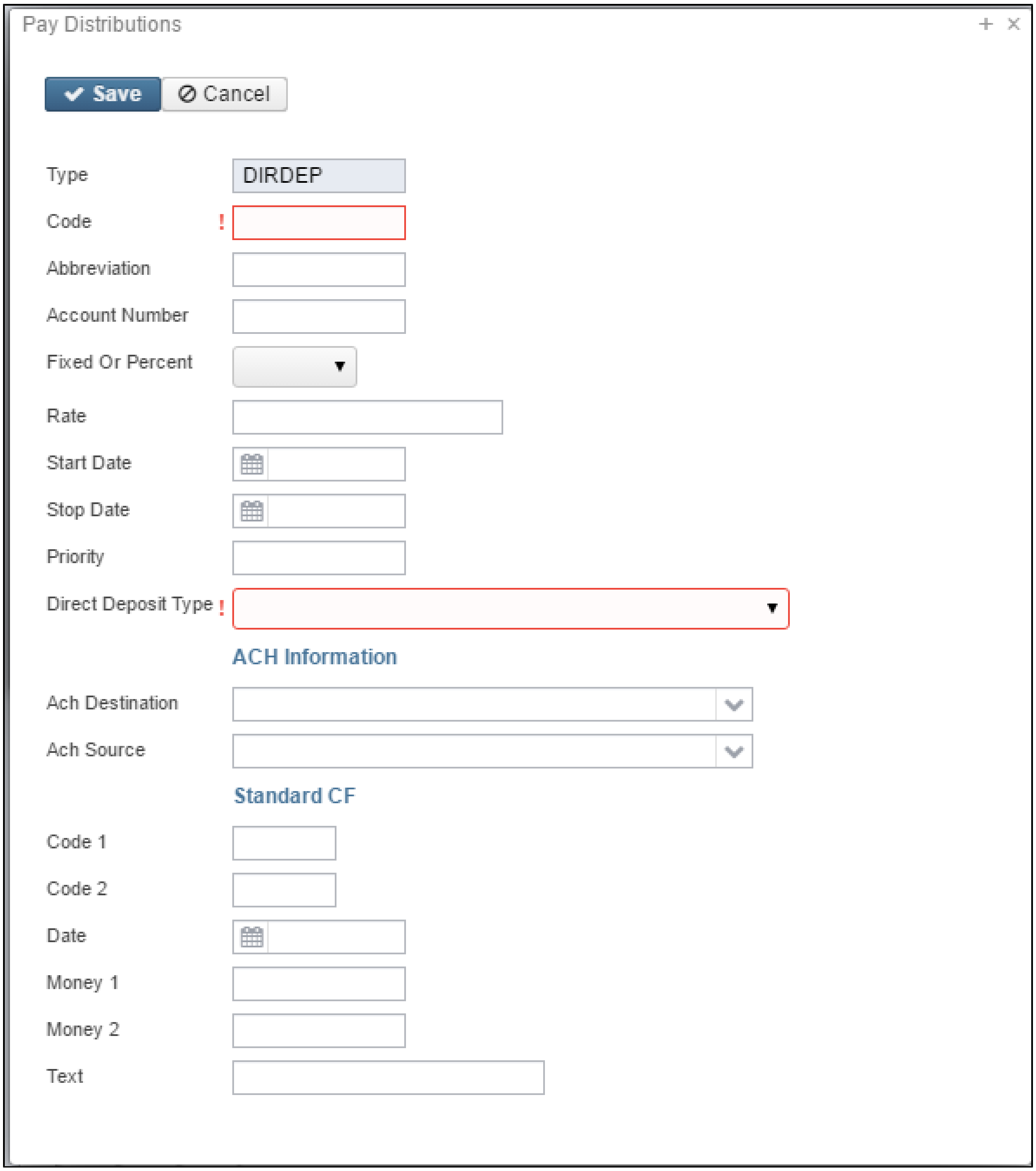
2. Click on 

:



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

4. Enter in the required Information:



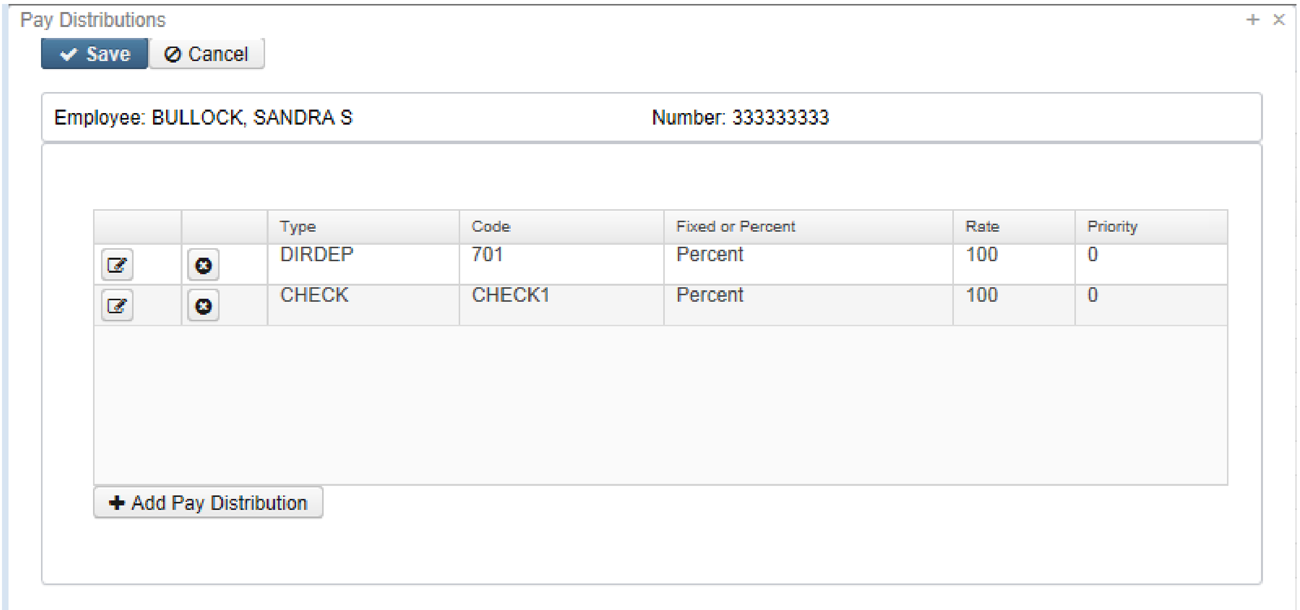
5. Click on Save to create the Pay Distribution, click on cancel to not create the Pay Distribution and return to the Query.

Edit Pay Distribution

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

1. Query for desired Employee

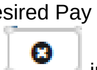
2. Click on  to open up a window with the employee's information
3. Once open, click on  to open the desired Pay Distribution to be edited

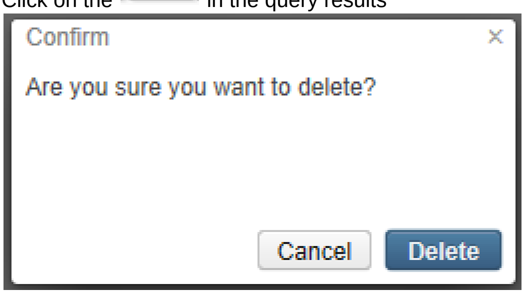


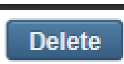
4. Click on Save to accept the changes, click on Cancel to not save the changes and return to the Pay Distribution.

Delete Pay Distribution

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

1. Query for desired Pay Distribution
2. Click on the  in the query results



3. Click on 

to Delete selected Pay Distribution or Cancel to return to the Pay Distribution Query.
4. 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

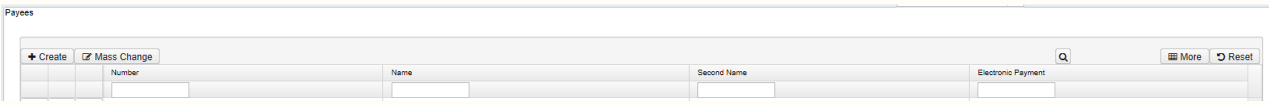
Payee

- Mass Change

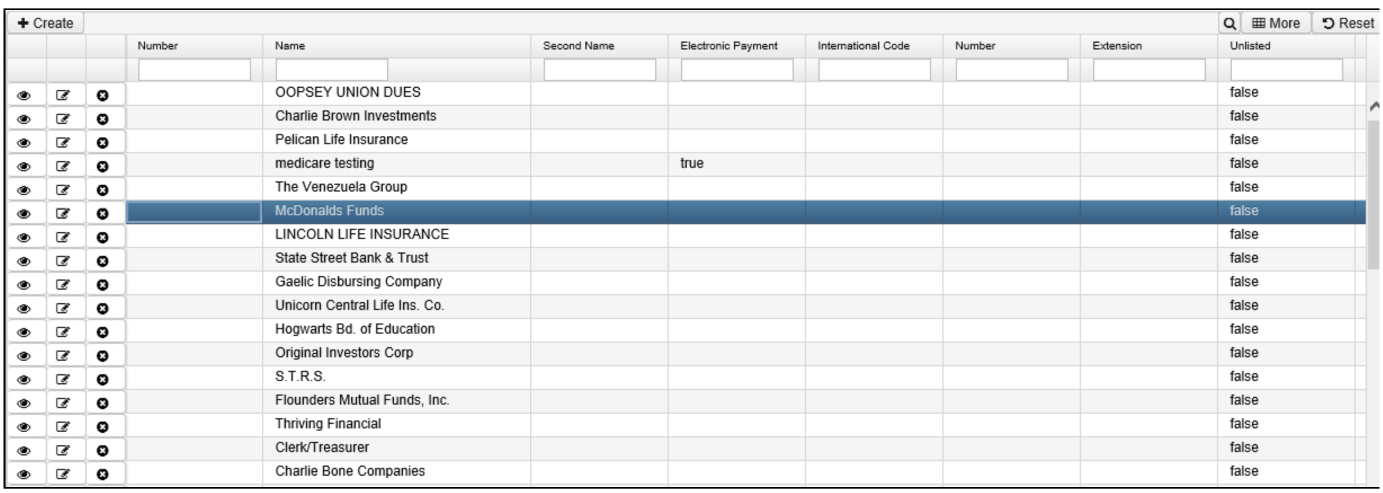
- Search/View Payee
- Highlight Viewer
- Create Payee
- Edit Payee
- Delete Payee
- Payee Video

Mass Change

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



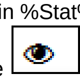
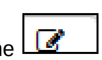
The Payee option is used to create Payee records that can be used for Single or Multiple Vendors with the same address using a single Vendor Number. The Payroll Item Configuration is connected with a payee. The Vendor Number is stored in the Payee. The Payee holds the address information and Vendor Number 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.***

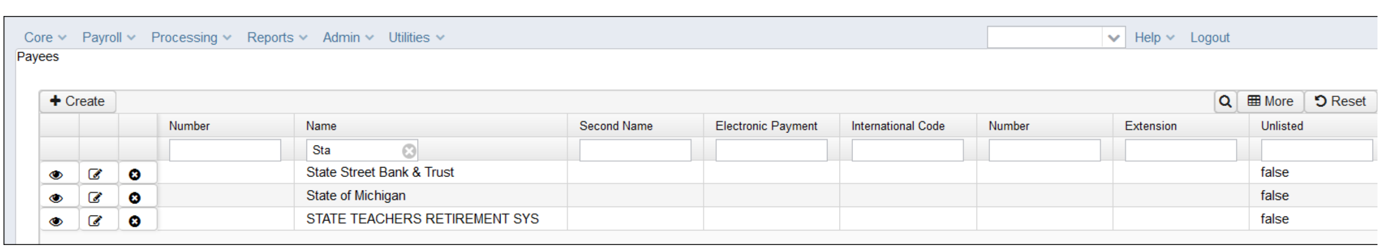


Number	Name	Second Name	Electronic Payment	International Code	Number	Extension	Unlisted
	OOPSEY UNION DUES						false
	Charlie Brown Investments						false
	Pelican Life Insurance						false
	medicare testing		true				false
	The Venezuela Group						false
	McDonalds Funds						false
	LINCOLN LIFE INSURANCE						false
	State Street Bank & Trust						false
	Gaelic Disbursing Company						false
	Unicorn Central Life Ins. Co.						false
	Hogwarts Bd. of Education						false
	Original Investors Corp						false
	S.T.R.S.						false
	Flounders Mutual Funds, Inc.						false
	Thriving Financial						false
	Clerk/Treasurer						false
	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.

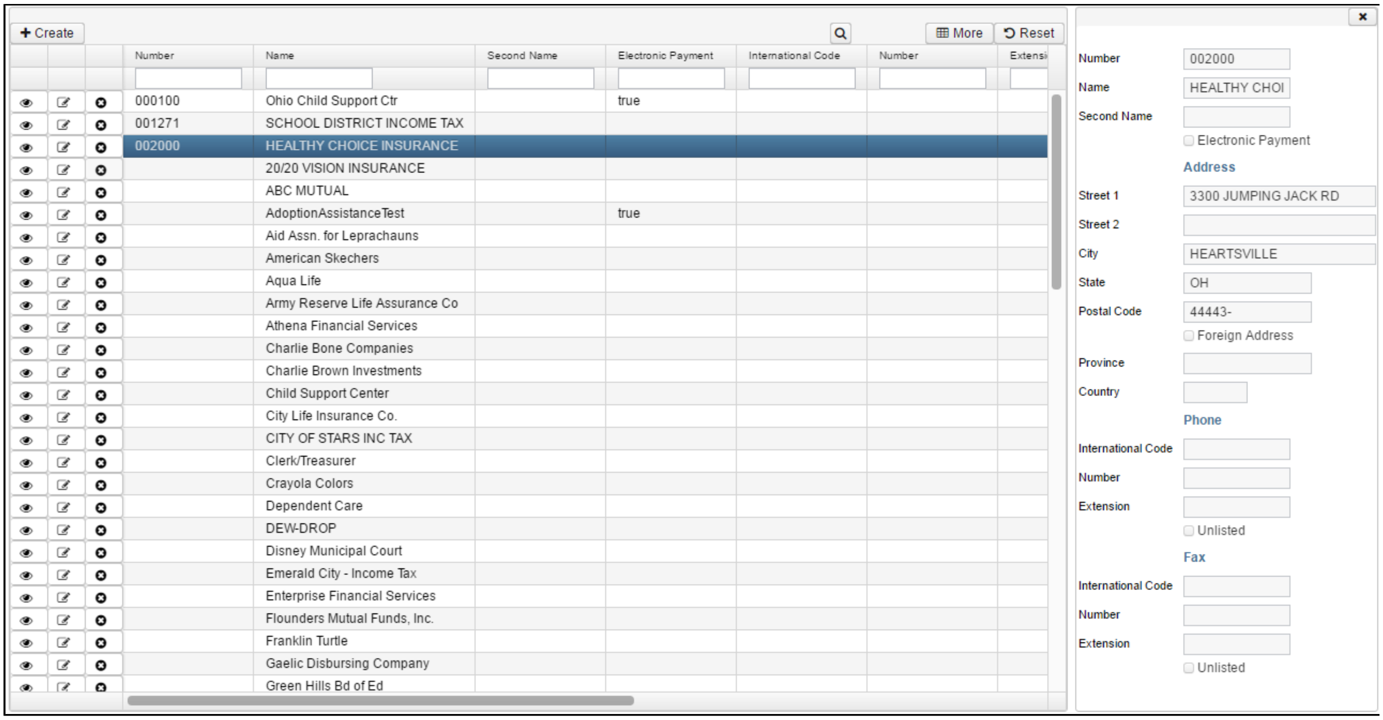
You can then click on the  next to the Payee you are searching for to view the data relating to this Payee or click on the  to edit the record or  to delete the record.



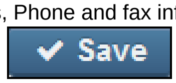
Number	Name	Second Name	Electronic Payment	International Code	Number	Extension	Unlisted
	Sta						
	State Street Bank & Trust						false
	State of Michigan						false
	STATE TEACHERS RETIREMENT SYS						false

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:

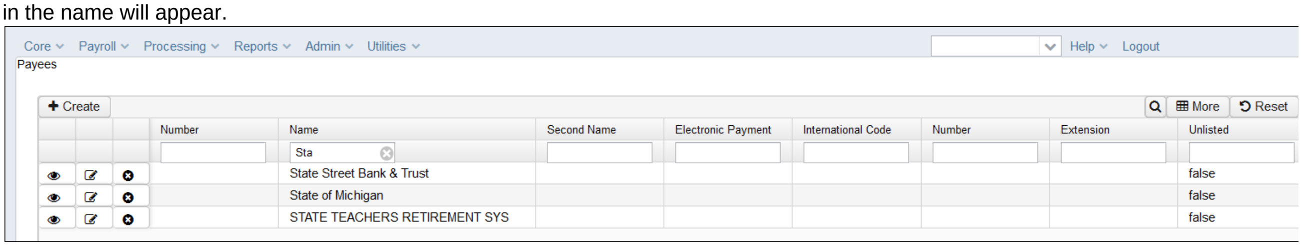


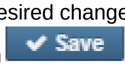
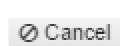
Create Payee

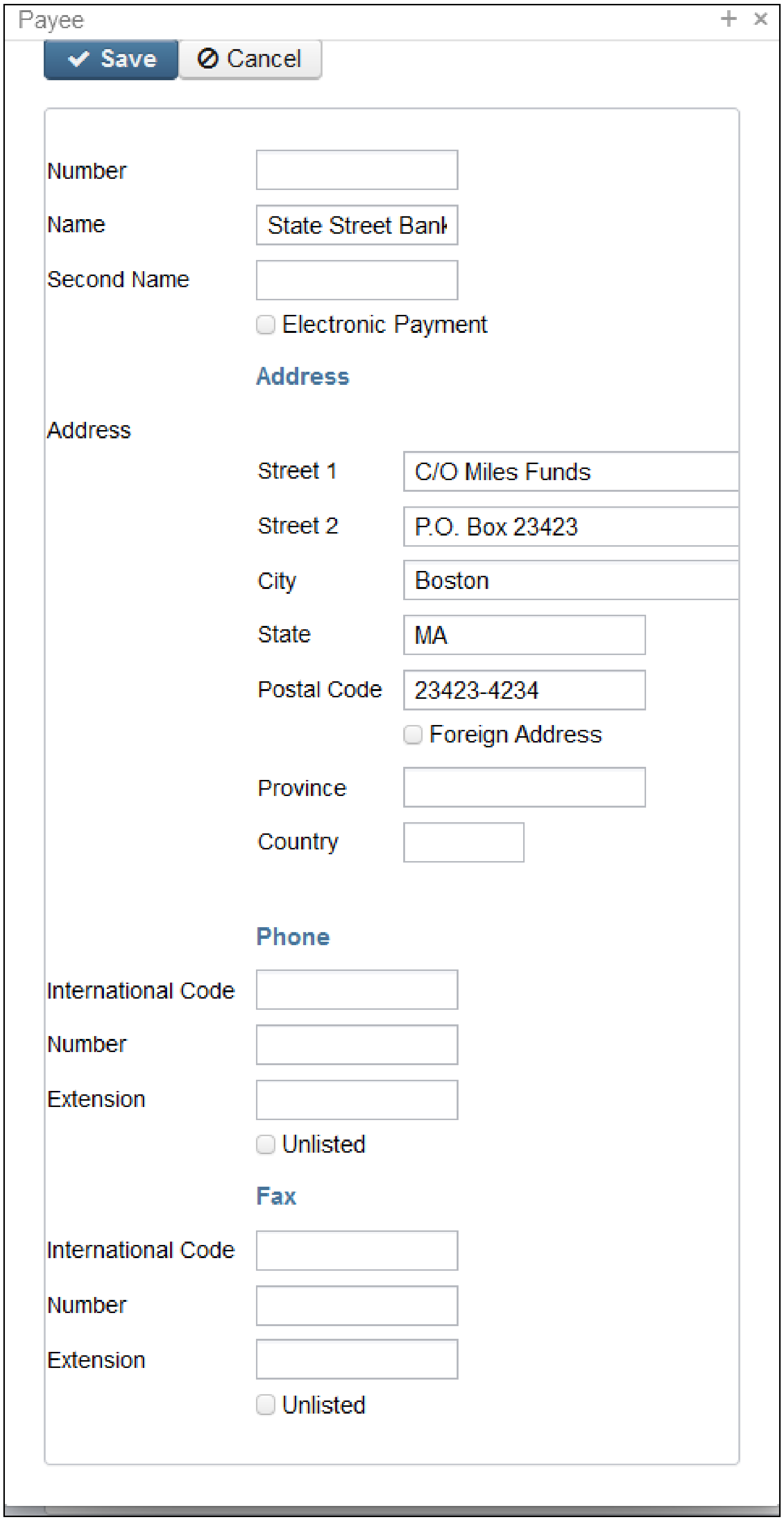
1. From the Core menu select Payee
2. Click on Create
3. Enter in the Payee Number, Name, Second Name, If this is to be setup as an Electronic Payment check the appropriate box. Complete Address, Phone and fax information.
4. Click on  to create the Payee account, click on cancel to not create the Payee and return to the Payee Query.

Edit Payee

1. 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.



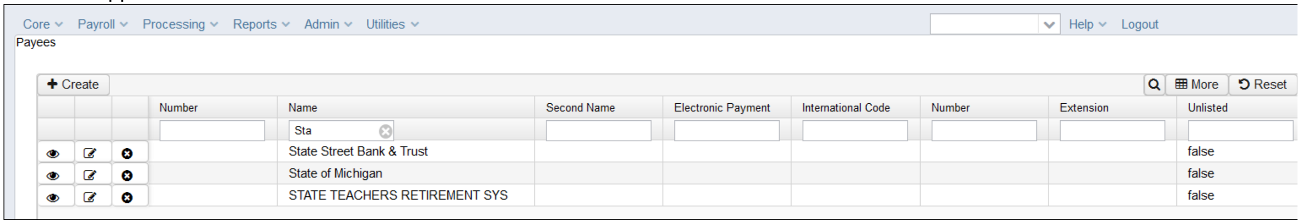
2. You can then find the Payee you are wanting to edit and Click on  to edit the Payee.
3. Make desired changes
4. Click on  to save desired changes to Payee, click on  to not posted changes and return to the Payee grid.



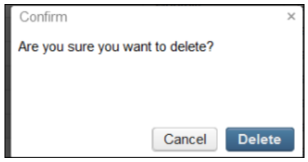
Delete Payee

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.



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

3. Click on "delete" to confirm deletion 

if you do not want to delete this Payee click 

.

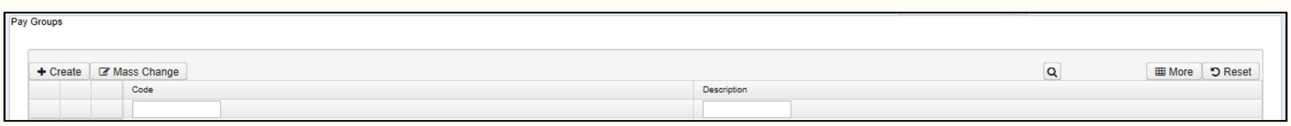
Payee Video

Pay Group

- Mass Change
- Search/View Pay Groups
- Highlight Viewer
- Create Pay Groups
- Edit Pay Groups
- Delete Pay Groups
- Pay Group Video

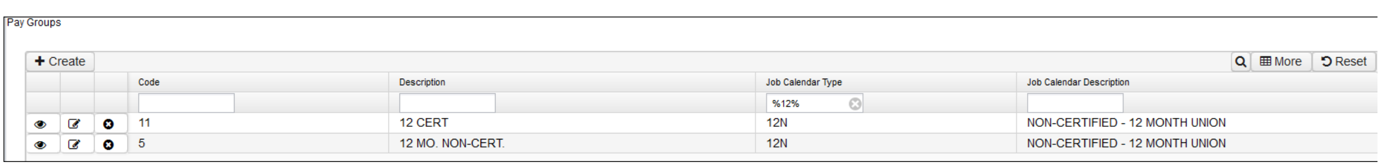
Mass Change

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

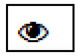
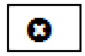
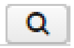


The function of pay groups is to divide employees into logical groups in order to apply mass changes to employee information, process payroll and generate reports.

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.

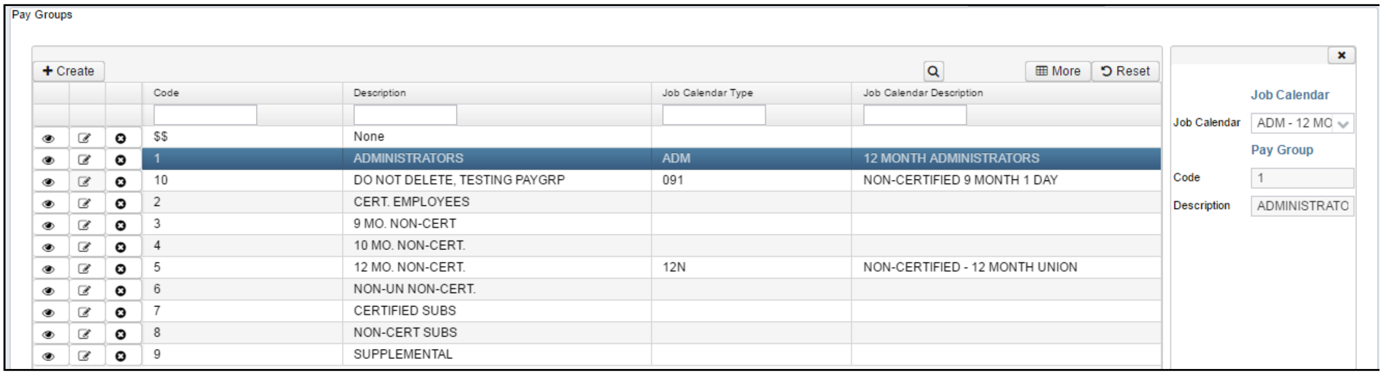


Search/View Pay Groups

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  next to the Pay Group record you are searching for to view the data relating to this pay group or click on the  to edit the record or  to delete the record. The Advanced Search option can be utilized by clicking on the  in the upper right side of the grid.

Highlight Viewer

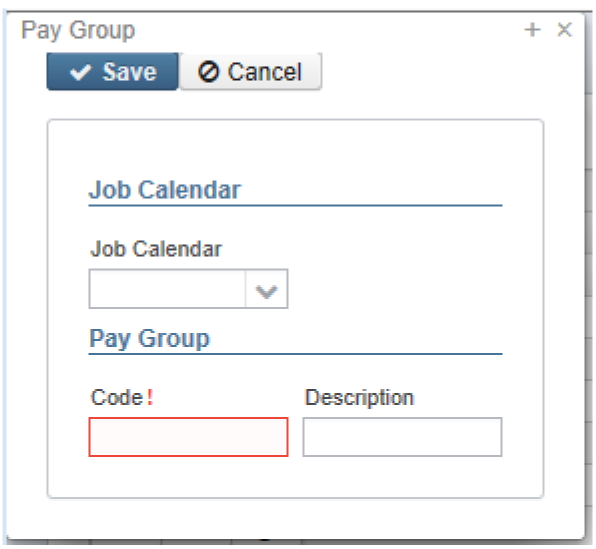
To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:



Create Pay Groups

1. From the Core menu select 'Pay Groups'
2. Click on 

3. Enter in desired information for the New Pay Group



Pay Group Code is a required field.

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

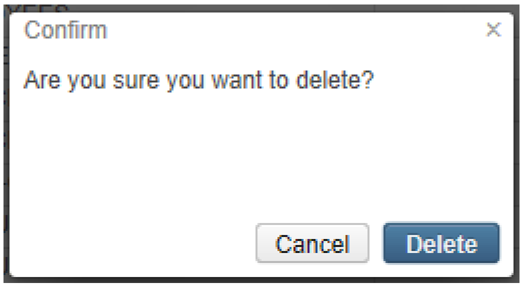
Edit Pay Groups

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

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

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.



Pay Group Video

Payments

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.

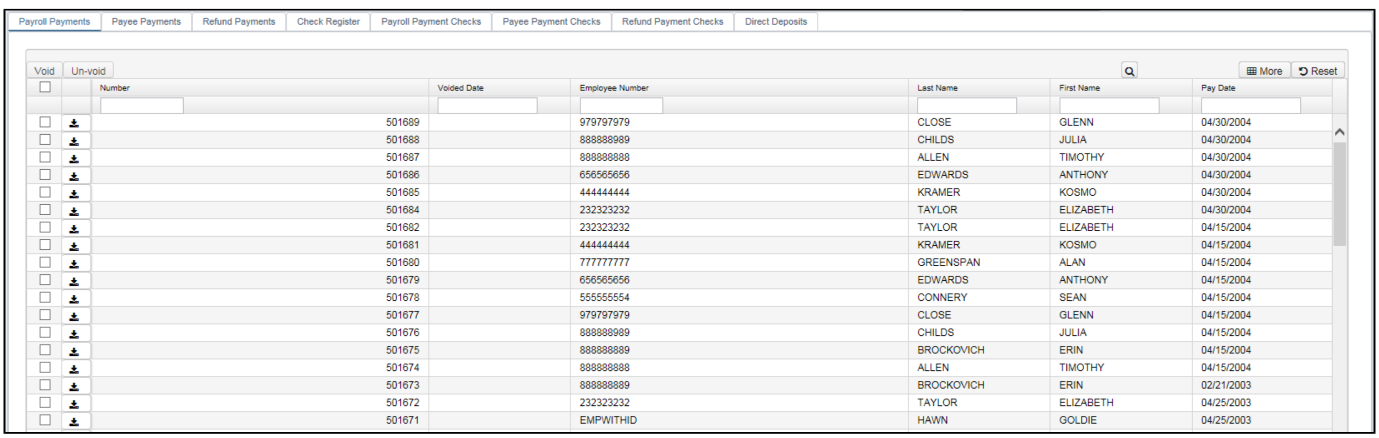
The **Refund Payment Checks** are the list of deduction checks refunded separately from an employee's regular payroll. These can be Voided, Un-voided and Re-issued.   The Print Checks option is for creating the Output Form Files for printing and Resequence Check option is for renumbering checks if damaged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

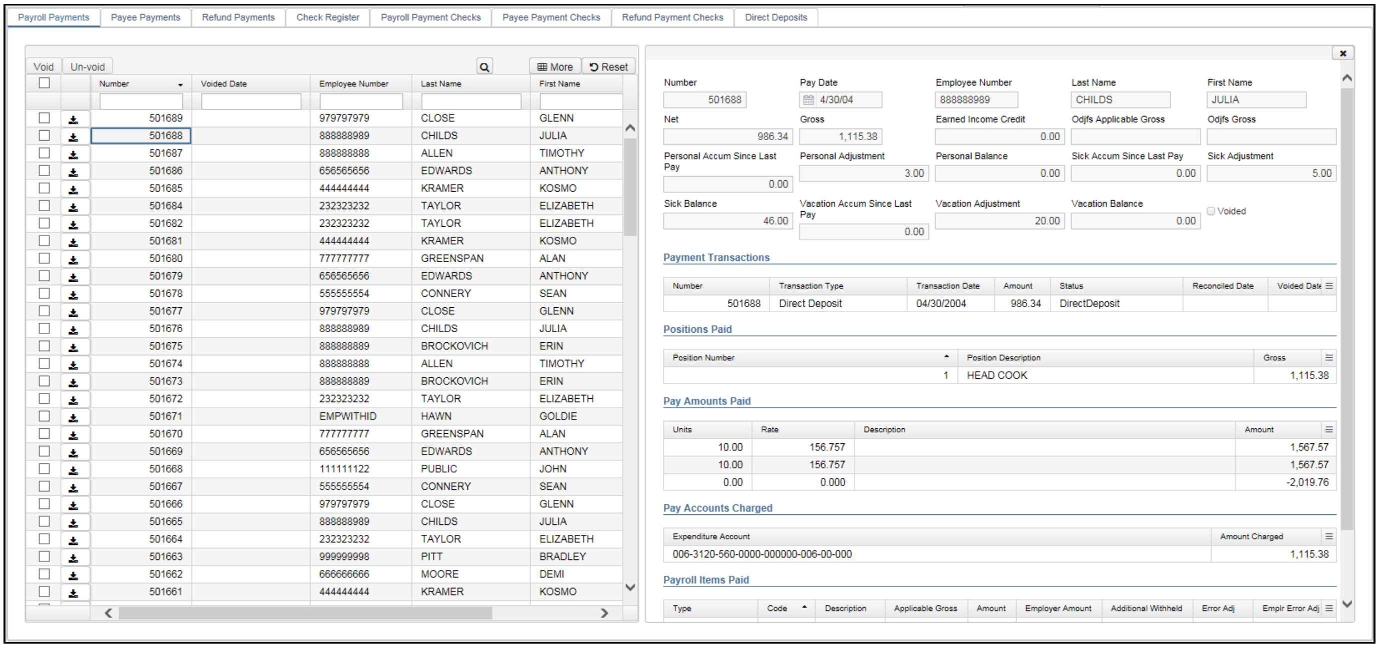
- check is a direct deposit
- check is already reconciled
- check is already voided
- bank check number is invalid
- check amount is not numeric
- check was voided by bank
- void code and flag do not match
- check amounts do not match

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.



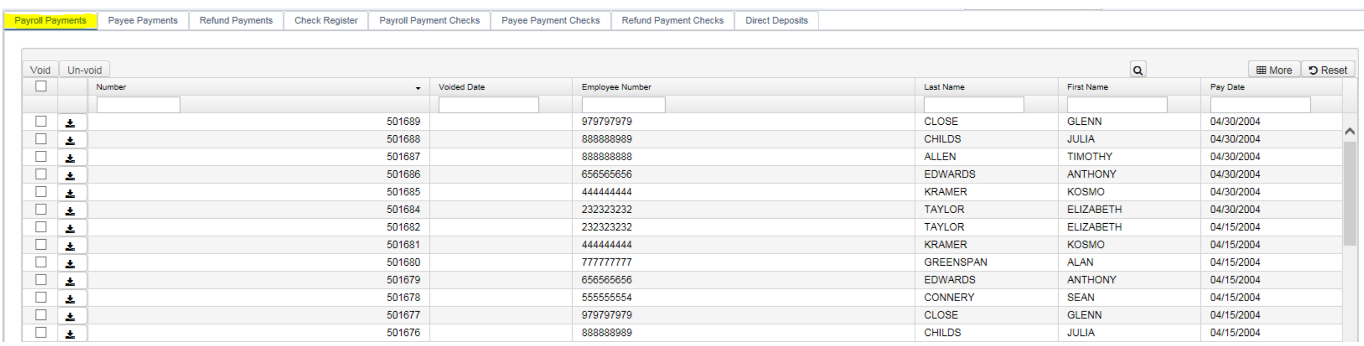
Highlight Viewer

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:

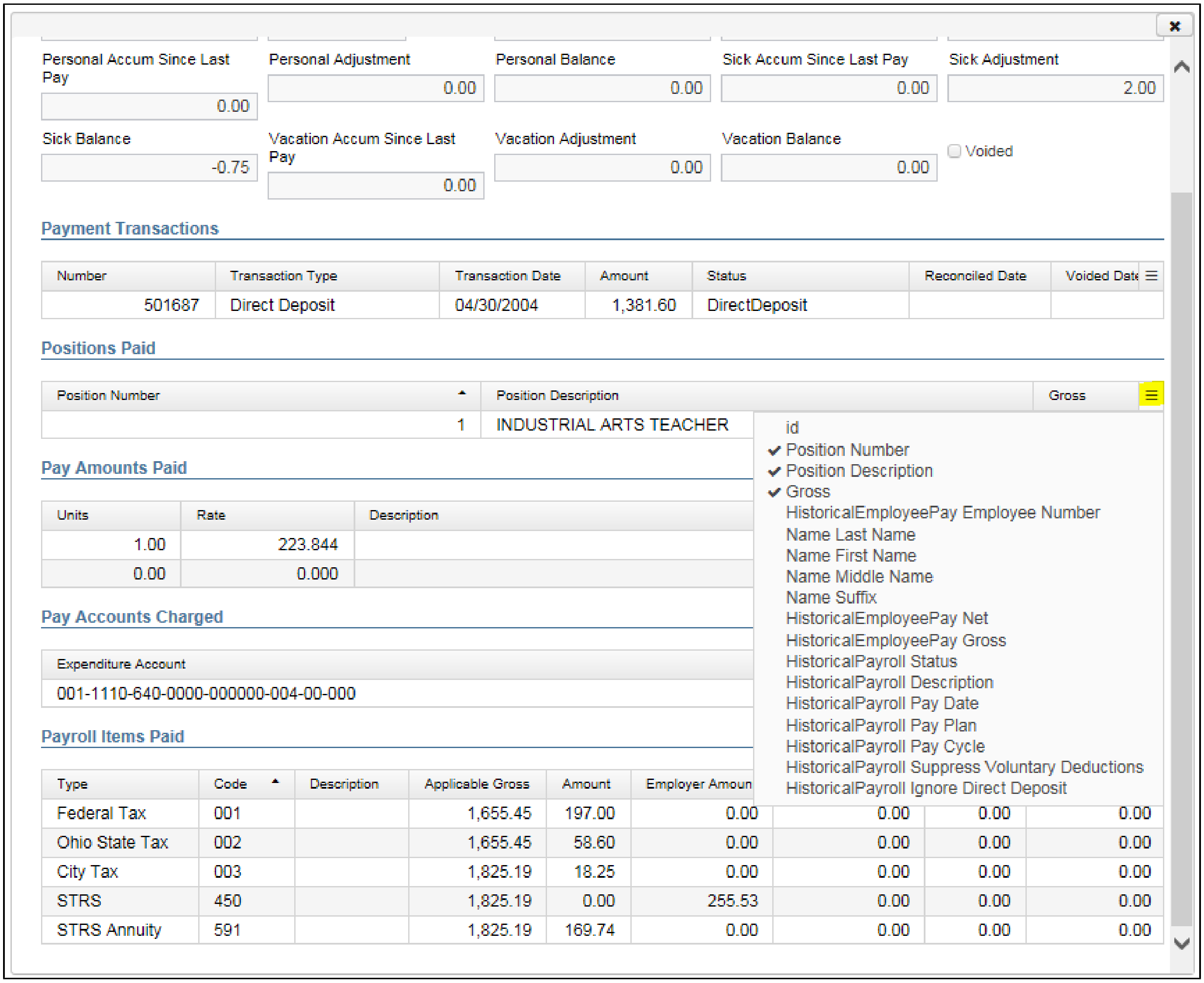


Search/View Payroll

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

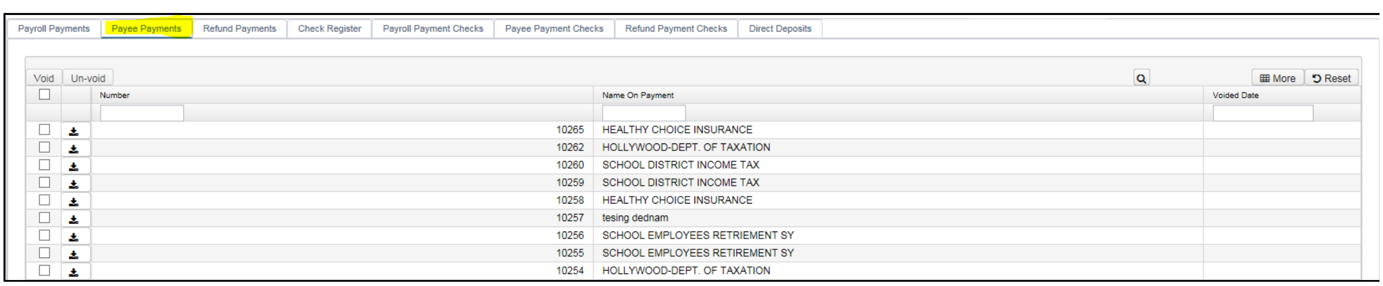


To add more detail to the query, click on the ≡ in the lower right hand corners of each section.

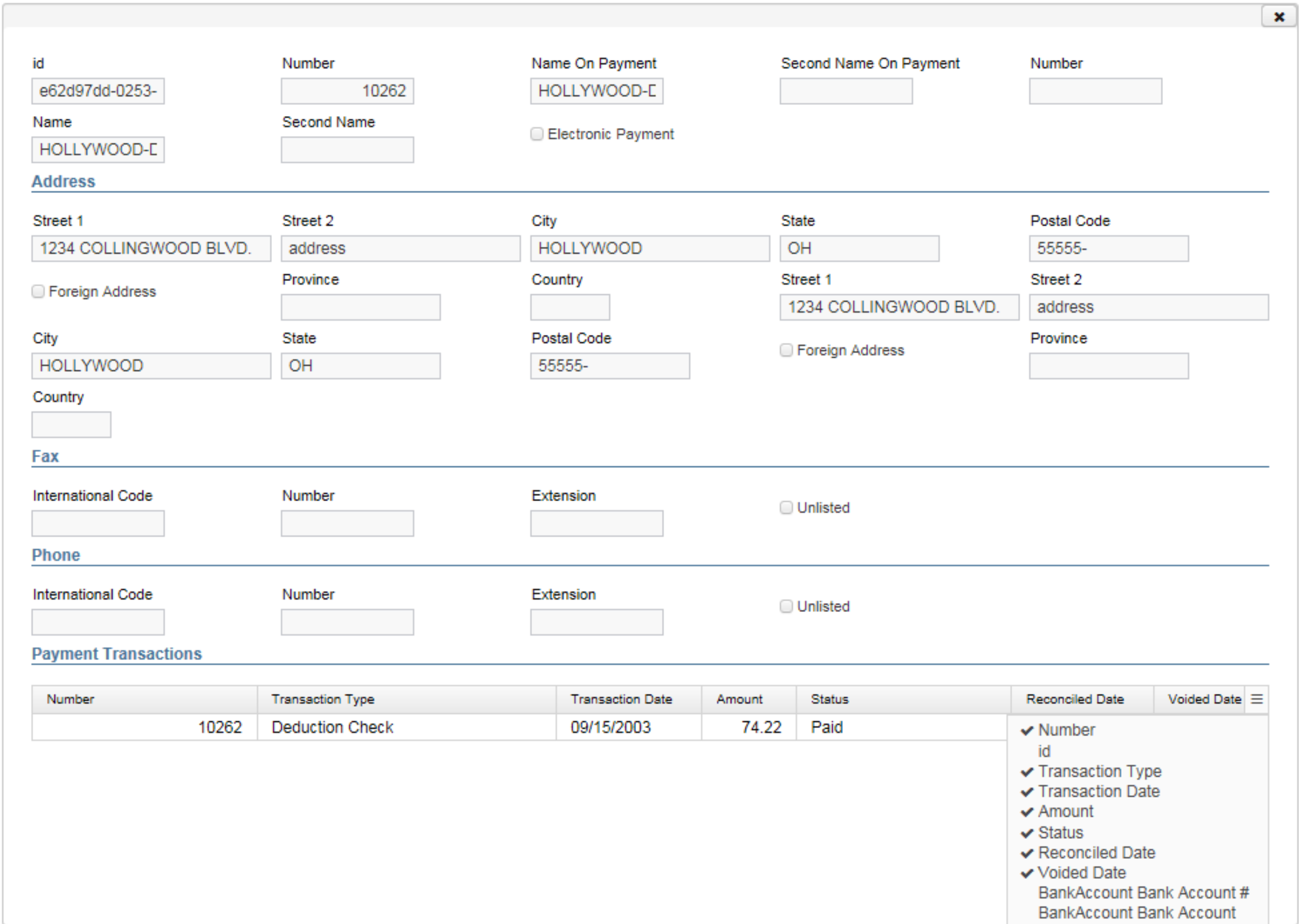


Search/View Payee

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

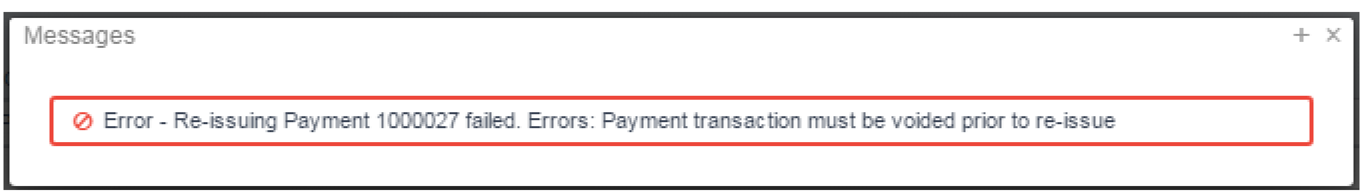


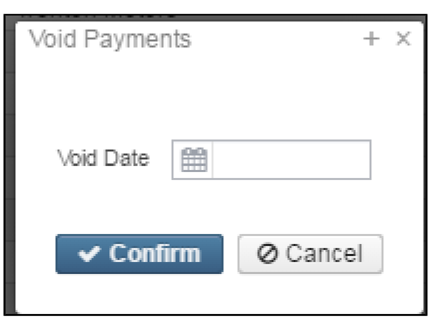
After the user has selected the Payee to view, a box will open up on the right, displaying Electronic Transfer or Deduction Check information:

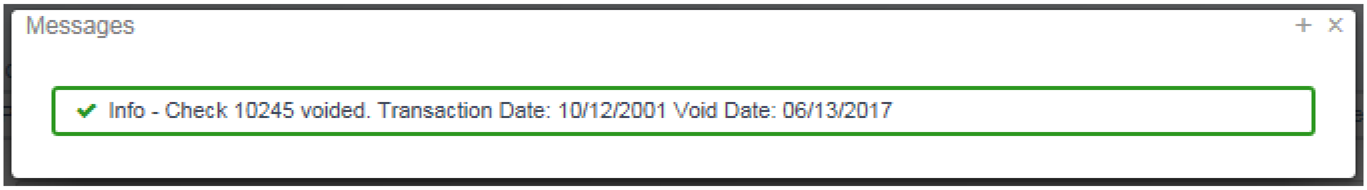


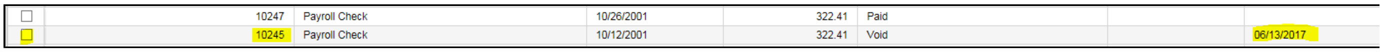
Re-issue payments in Check Register

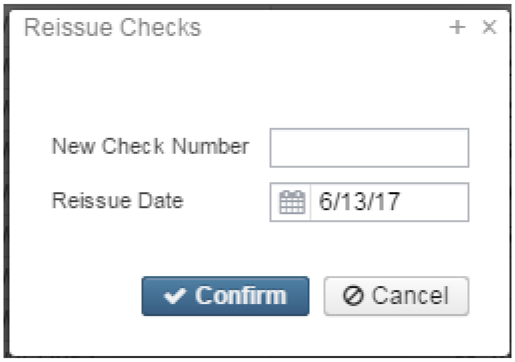
To Re-issue a payment, the check will need to be Voided first and then can be Re-issued with the next available number. The New Check Number will automatically be filled in. A Reissue date will need to be entered. ***A payment can only be reissued as a check for now.***

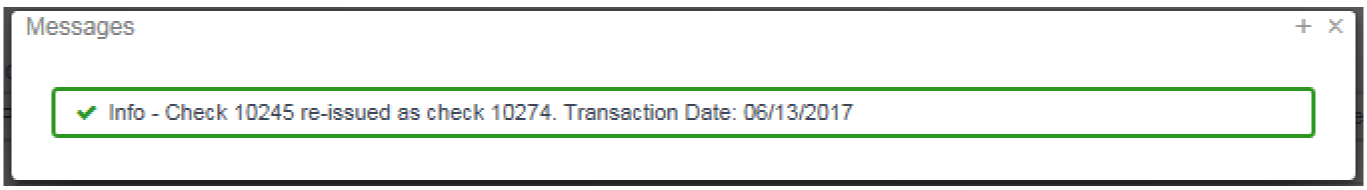


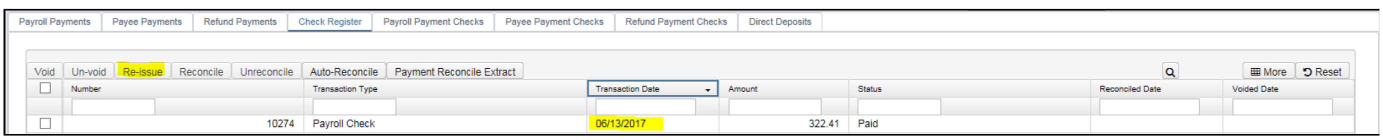




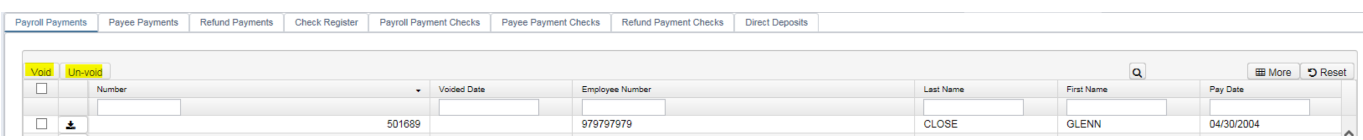




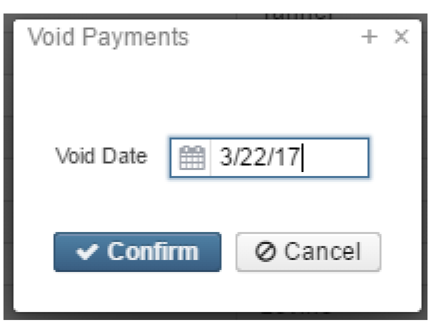




Void/Un-void Payroll, Payee and Refund Payments

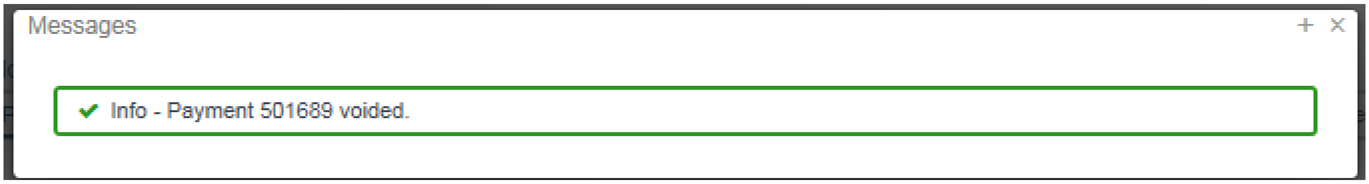


Select item to Void/Un-void by clicking on the  **next to the item number and select Void or Un-Void. Enter in the date for the void:**



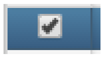
Click on 'Confirm' to Save or 'Cancel' to exit.

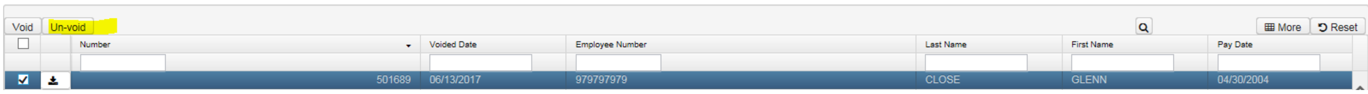
Will receive a message stating 'Info - Payment 501689 voided':



Void | Un-void | More | Reset

		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:**



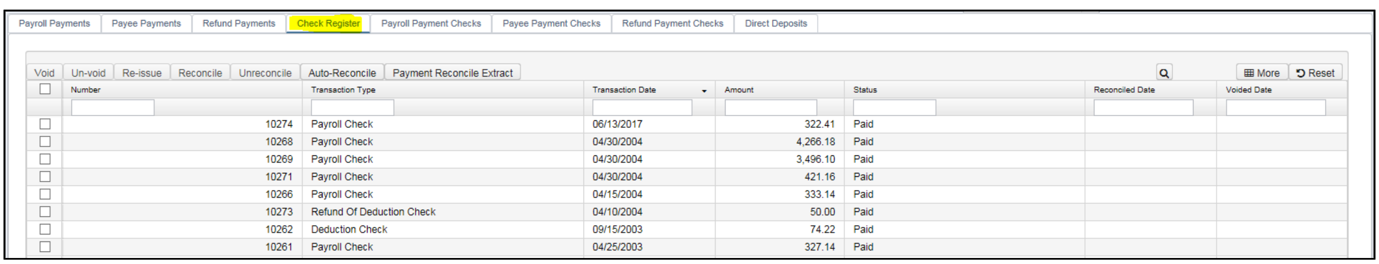
Void | Un-void | More | Reset

		Number	Voided Date	Employee Number	Last Name	First Name	Pay Date
		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



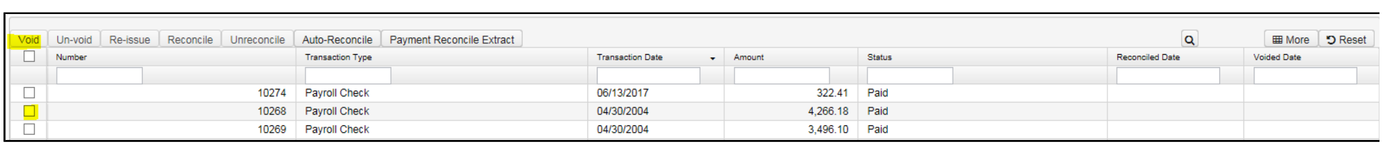
Payroll Payments | Payee Payments | Refund Payments | Check Register | Payroll Payment Checks | Payee Payment Checks | Refund Payment Checks | Direct Deposits

Void | Un-void | Re-issue | Reconcile | Unreconcile | Auto-Reconcile | Payment Reconcile Extract | More | 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		
	10271	Payroll Check	04/30/2004	421.16	Paid		
	10266	Payroll Check	04/15/2004	333.14	Paid		
	10273	Refund Of Deduction Check	04/10/2004	50.00	Paid		
	10262	Deduction Check	09/15/2003	74.22	Paid		
	10261	Payroll Check	04/25/2003	327.14	Paid		

Void

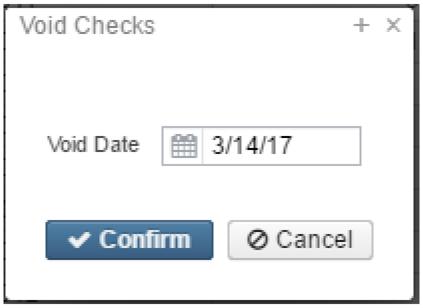
To Void and Un-Void a check/direct deposits, select the item and then click  **on Void/Un-void:**

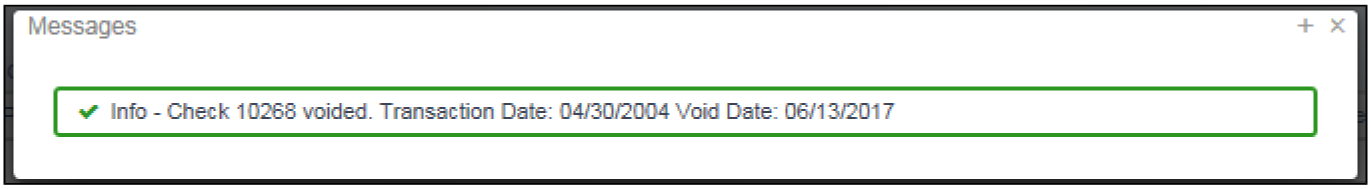


Void | Un-void | Re-issue | Reconcile | Unreconcile | Auto-Reconcile | Payment Reconcile Extract | More | Reset

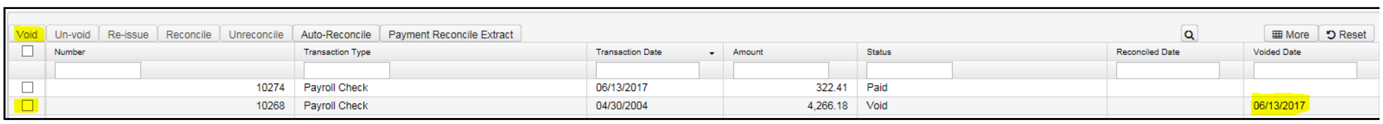
	Number	Transaction Type	Transaction Date	Amount	Status	Reconciled Date	Voided Date
	10274	Payroll Check	06/13/2017	322.41	Paid		
	10268	Payroll Check	04/30/2004	4,266.18	Paid		
	10269	Payroll Check	04/30/2004	3,496.10	Paid		

Enter in the Void Date and Click on  **to Save or**  **to not save.**



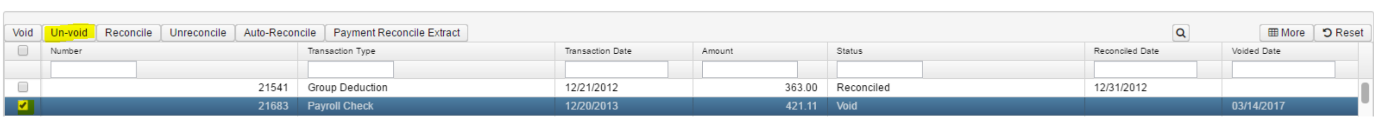


The Status will change from 'Paid' to 'Void':

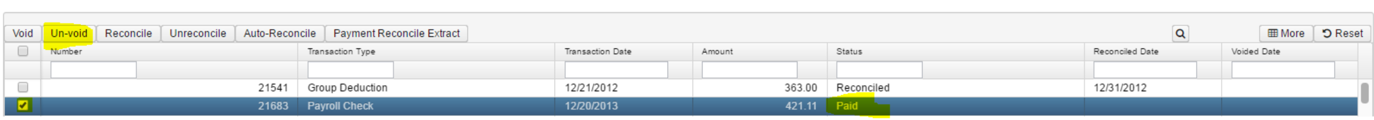


Un-void

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



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



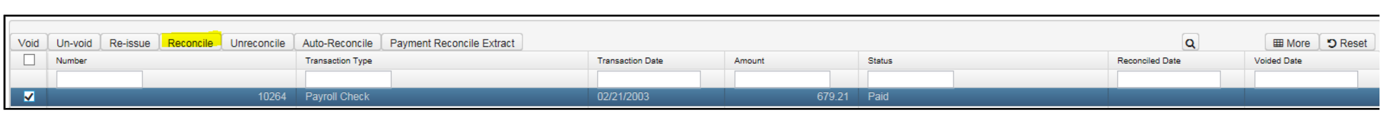
Check Reconcile/Unreconcile/Auto-Reconcile/Payment Reconcile Extract

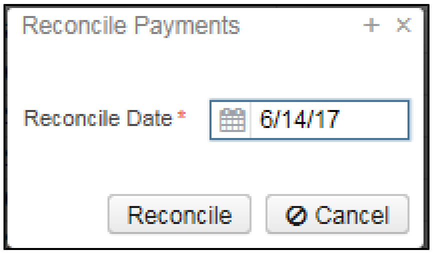
The Check Reconcile program handles reconciliation of single checks or ranges of checks. A Unreconciling option is also available for checks that are reconciled in error and must be reversed.

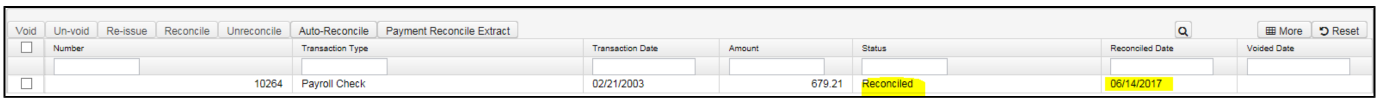
The 'Auto-Reconcile' option is designed to automatically reconcile a district's payroll and deduction company checks. The 'Payment Reconcile Extract' option extracts outstanding checks information and copies it to a file in a format that can be used by the district's bank.

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.

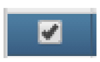
Reconcile

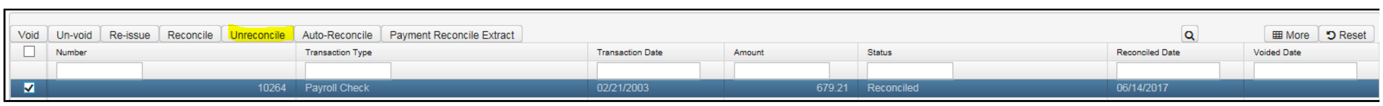


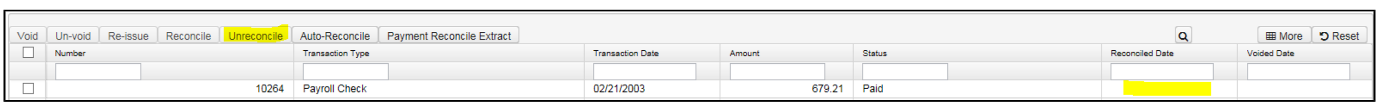




Unreconcile

Select Item  **and click on Unreconcile:**





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.
        - 1234567890123456789012345678901234567890123456789012345678901234567890
            - 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

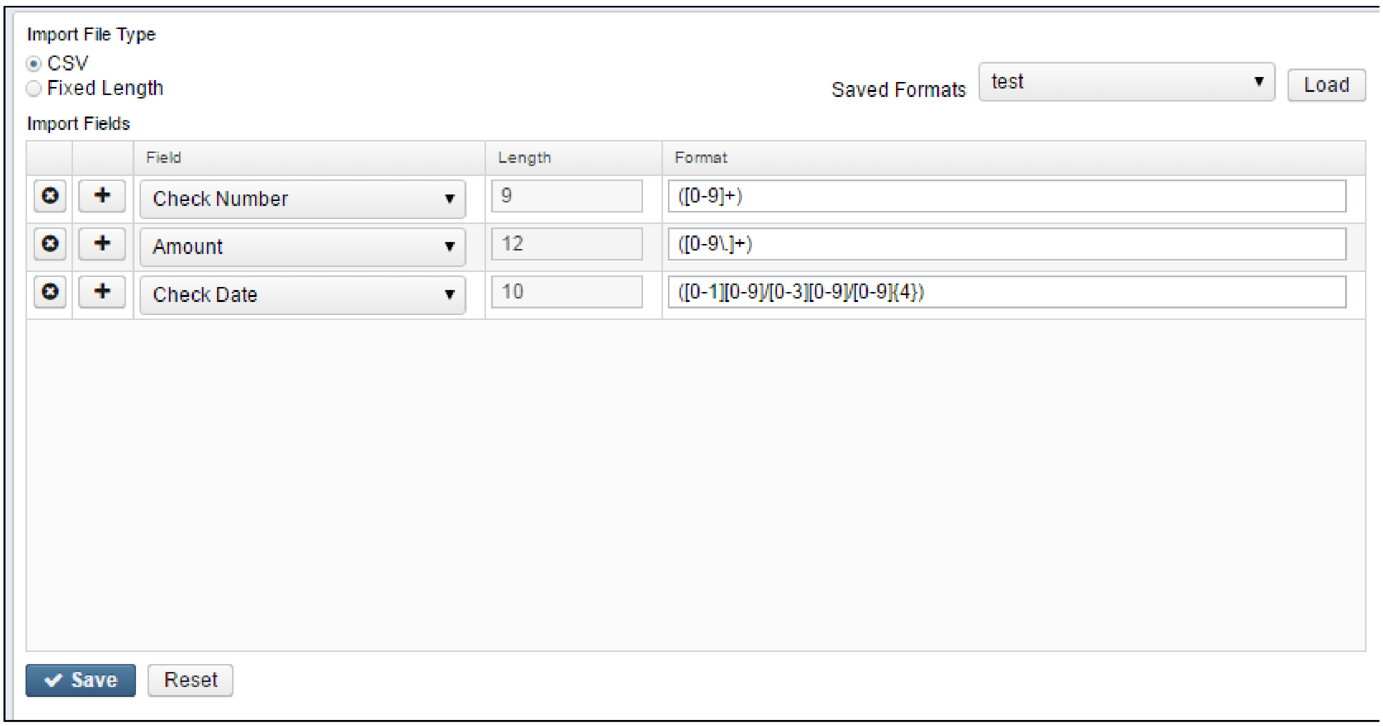
- Check Date
- Check Day
- Check Month
- Check Number
- Check Year
- Payee Address
- Payee Name
- Void Flag

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

, select file type and click on 

.

Sample Automatic Payment Reconciliation setup

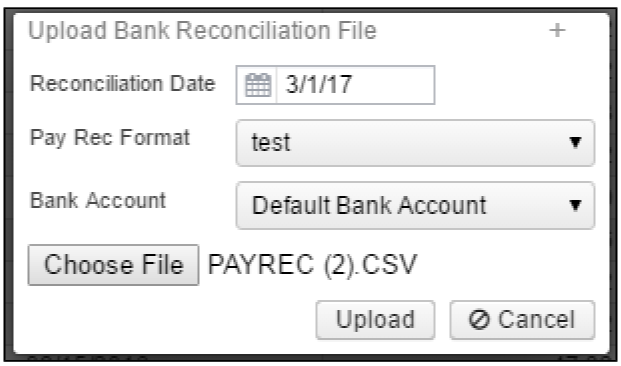


Example of CSV file

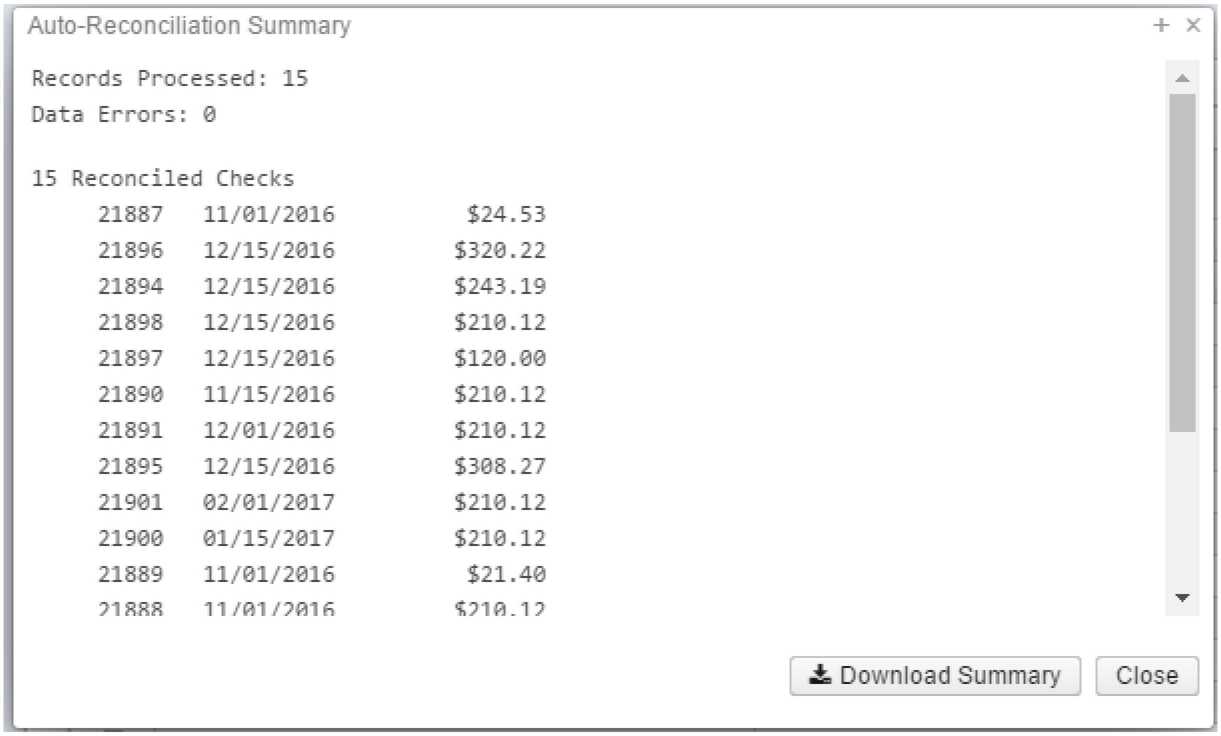
(the Field Name titles are not necessary for exporting or importing. File will indicate 'Failed Checks', 'Check Null' unable to determine check number from record', on the Summary report created):

	A	B	C	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:



Auto-Reconciliation Summary



To Download Summary, click on Download Summary to save report or Close to not download and exit.

Automatic Check Reconciliation Summary Report

3/28/17 2:06 PM

Automatic Check Reconciliation Summary

Automatic Check Reconciliation Summary

Date: 03/28/2017 Oxford (Demo) Schools

Time: 2:06 PM Page: 1

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
		Total Reconciled	
		$ 3,113.37	

Payroll Payments | Payee Payments | Check Register

Void | Un-void | Reconcile | Unreconcile | Auto-Reconcile | Payment Reconcile Extract | More | Reset

Number	Transaction Type	Transaction Date	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

Payroll Payments | Payee Payments | Check Register

Void | Un-void | Reconcile | Unreconcile | Auto-Reconcile | Payment Reconcile Extract | More | Reset

Number	Transaction Type	Transaction Date	Amount	Status	Reconciled Date	Voided Date
21901	Group Deduction	02/01/2017	210.12	Paid		
21900	Group 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	Group 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	Group Deduction	11/01/2016	210.12	Paid		

Extract Reconciliation File setup

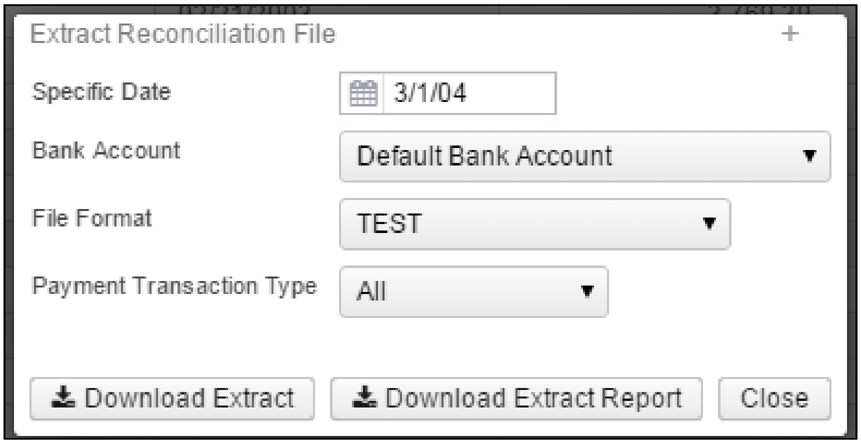
Specific Date - Date needs to be before the Transaction Date of the check in order for it to be included in the Extract File

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



Example of a Payment Reconcile Extract File

	A	B	C	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

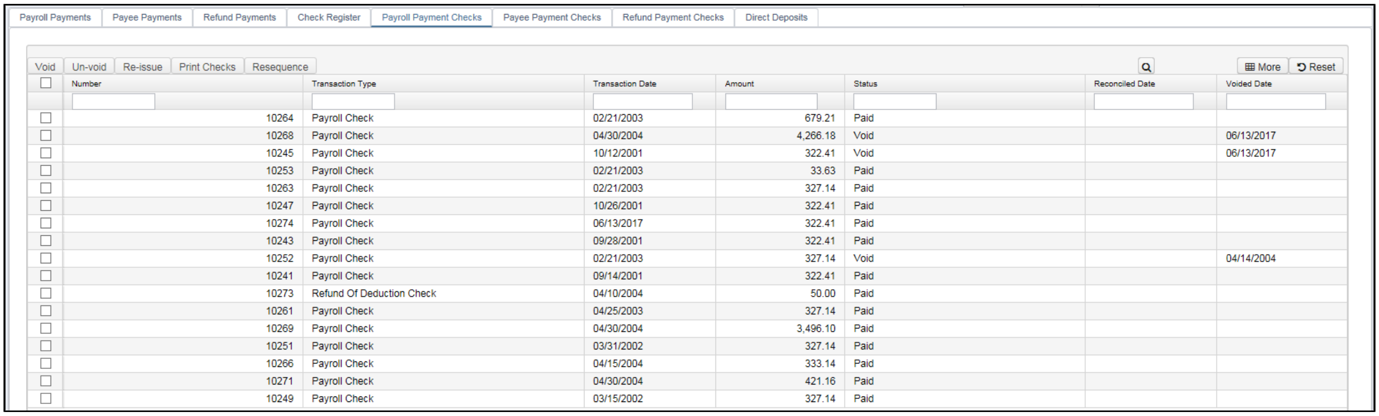
Specific Date: 03/01/2004

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

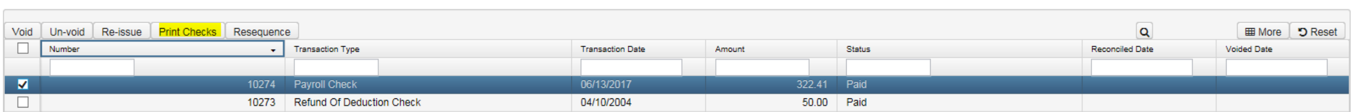
Have the options to Void, Un-Void, Re-issue and Print Checks and to Resequence checks.



	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		

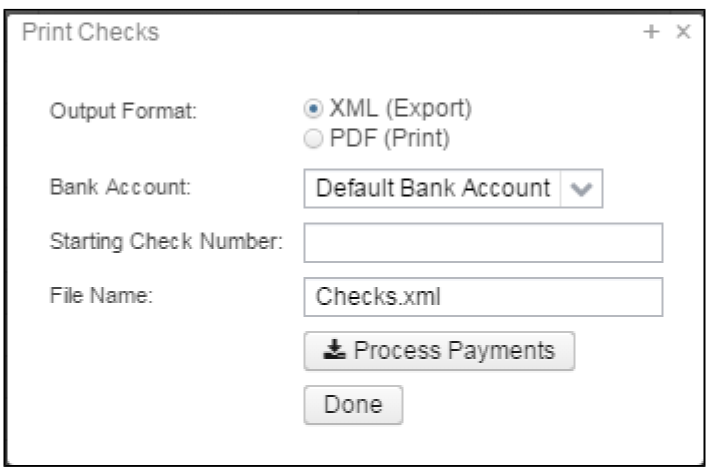
Print Checks

Select check(s) to Print



	Number	Transaction Type	Transaction Date	Amount	Status	Reconciled Date	Voided Date
☑	10274	Payroll Check	06/13/2017	322.41	Paid		
☐	10273	Refund Of Deduction Check	04/10/2004	50.00	Paid		

Click on the 'Print Checks' option



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)

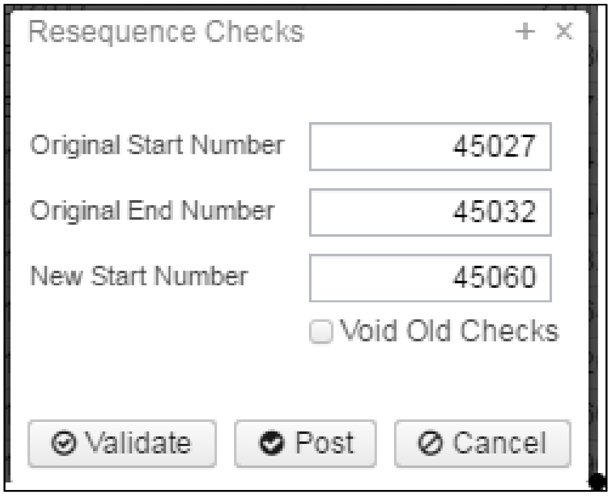
Form: Only is an option for PDF format

Once all selections have been made, click on 

or to cancel select 

.

Resequence



Enter in Original Start Number of bad checks

Enter in Original End Number of bad checks

Enter in the New Start Number

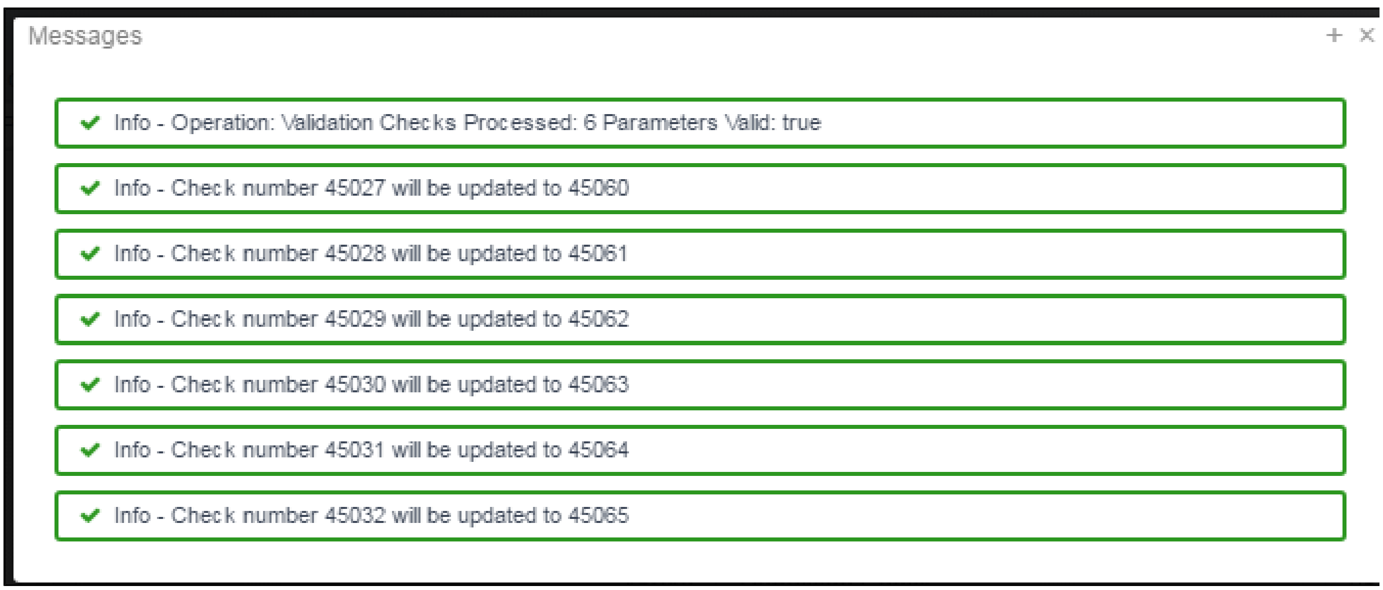
This is an option to 'Void Old Checks' at the same time they are being Resequenced.

Once all data has been entered, select 

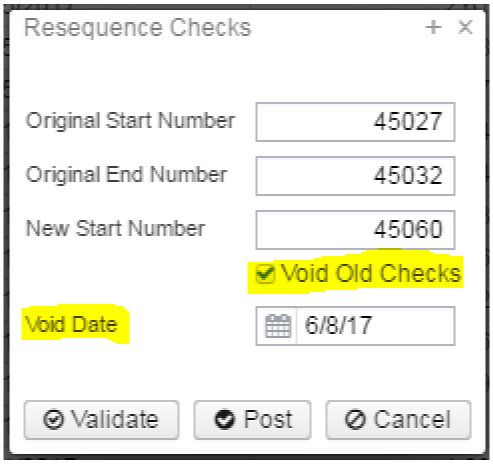
, 

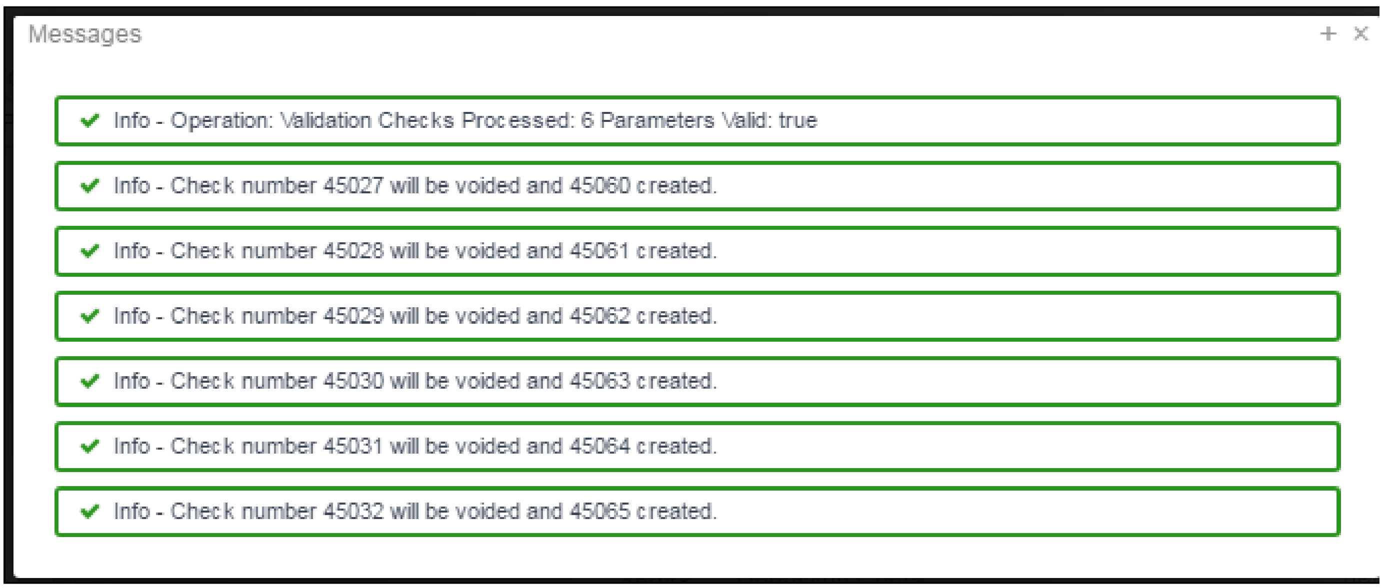
or 

to Exit.

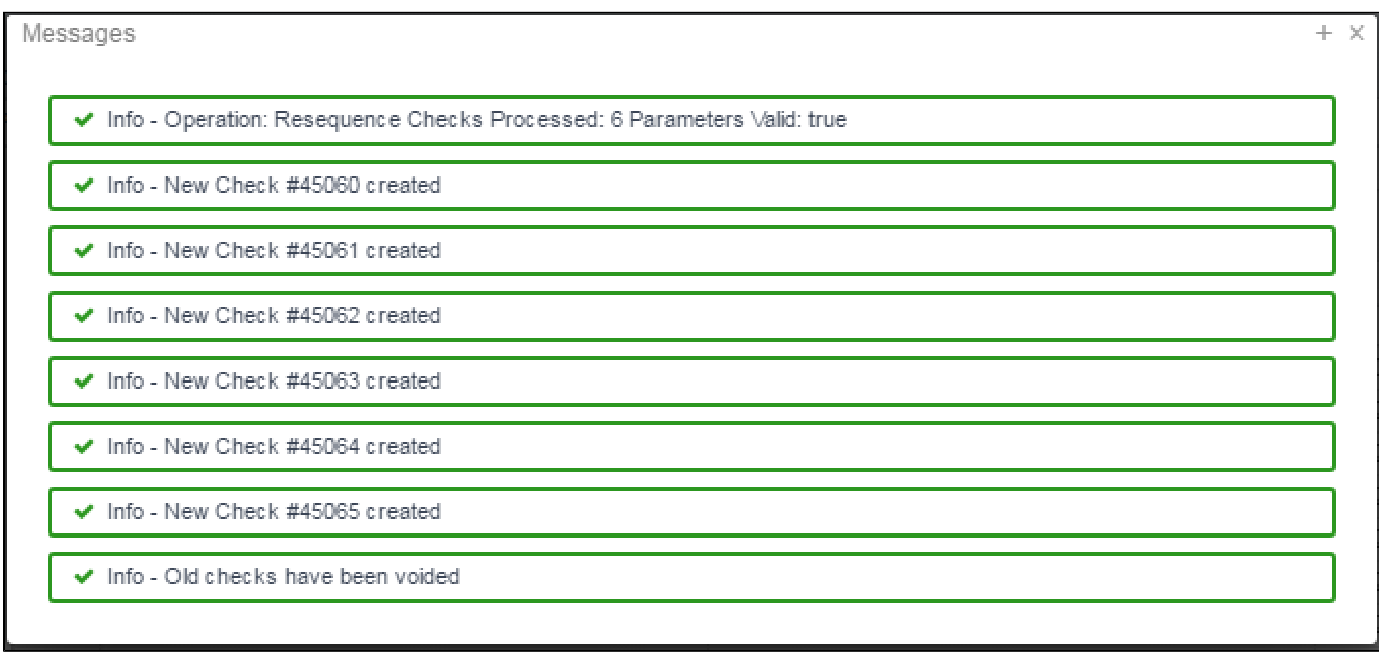


If the option to 'Void Old Checks' has been selected, the output Message will be created:

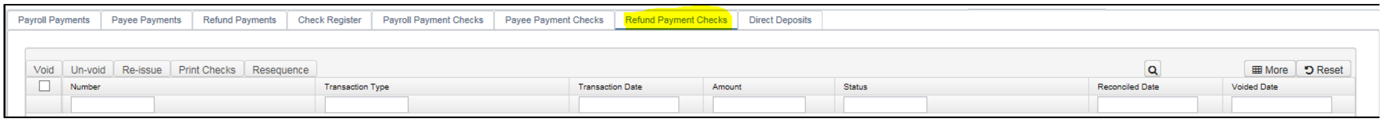




Select 'Post' to create New Checks:

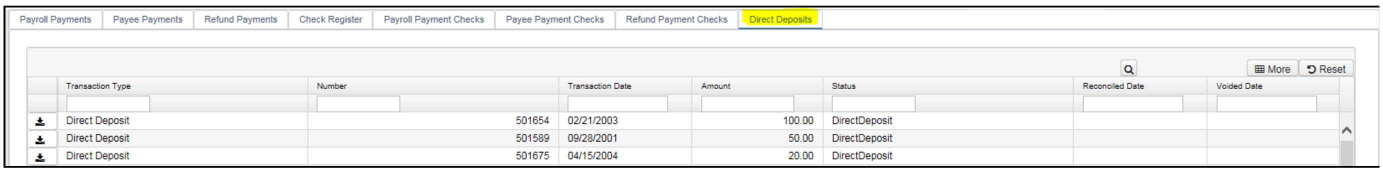


Refund Payment Checks



Direct Deposits

List of Employees Direct Deposits and Electronic Transfers



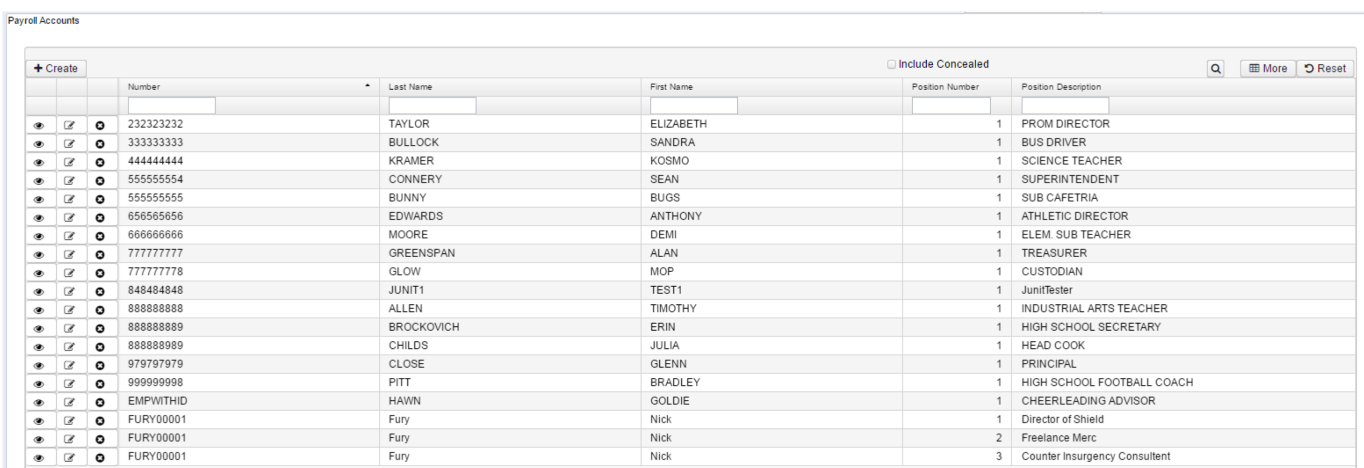
Transaction Type	Number	Transaction Date	Amount	Status	Reconciled Date	Voided Date
Direct Deposit	501654	02/21/2003	100.00	DirectDeposit		
Direct Deposit	501589	09/28/2001	50.00	DirectDeposit		
Direct Deposit	501675	04/15/2004	20.00	DirectDeposit		

Payments Video

Payroll Accounts

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

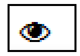
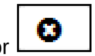
Payroll Accounts contains pay account records for each Compensation that is entered. When a payroll is processed the accounts entered in Payroll Accounts option are used to complete the USAS charging of the payroll.

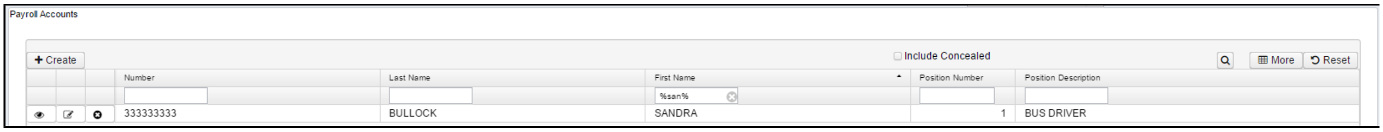


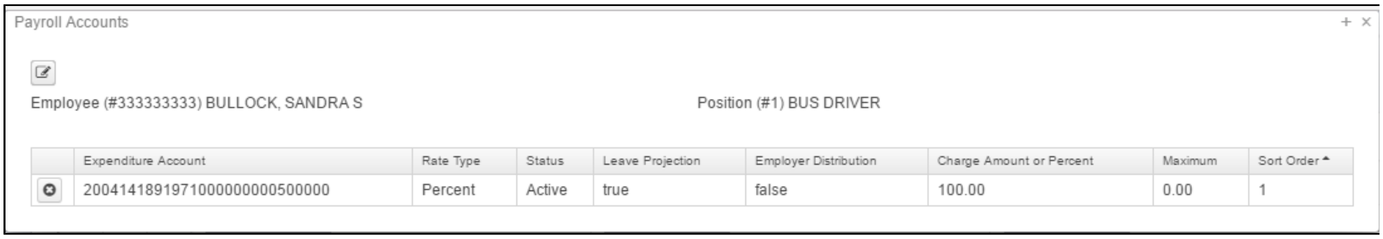
Number	Last Name	First Name	Position Number	Position Description
232323232	TAYLOR	ELIZABETH	1	PROM DIRECTOR
333333333	BULLOCK	SANDRA	1	BUS DRIVER
444444444	KRAMER	KOSMO	1	SCIENCE TEACHER
555555554	CONNERY	SEAN	1	SUPERINTENDENT
555555555	BUNNY	BUGS	1	SUB CAFETRIA
656565656	EDWARDS	ANTHONY	1	ATHLETIC DIRECTOR
666666666	MOORE	DEMI	1	ELEM. SUB TEACHER
777777777	GREENSPAN	ALAN	1	TREASURER
777777778	GLOW	MOP	1	CUSTODIAN
848484848	JUNIT1	TEST1	1	JunitTester
888888888	ALLEN	TIMOTHY	1	INDUSTRIAL ARTS TEACHER
888888889	BROCKOVICH	ERIN	1	HIGH SCHOOL SECRETARY
888888989	CHILDS	JULIA	1	HEAD COOK
979797979	CLOSE	GLENN	1	PRINCIPAL
999999998	PITT	BRADLEY	1	HIGH SCHOOL FOOTBALL COACH
EMPWITHID	HAWN	GOLDIE	1	CHEERLEADING ADVISOR
FURY00001	Fury	Nick	1	Director of Shield
FURY00001	Fury	Nick	2	Freelance Merc
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 first name will appear. You can then click on the  next to the Payroll Account 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:

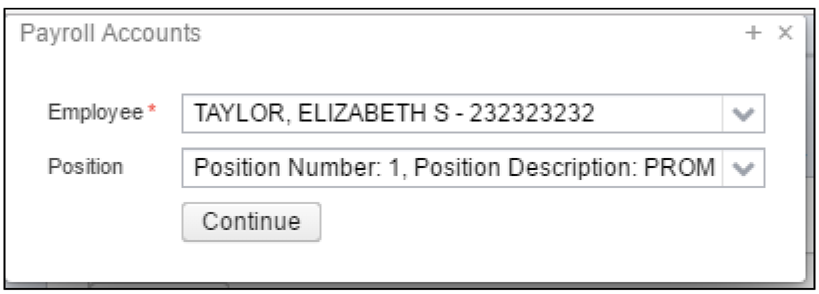


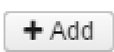


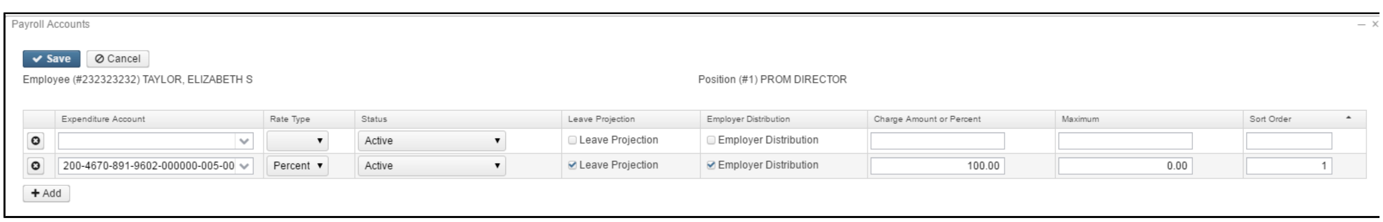
Create Payroll Accounts

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

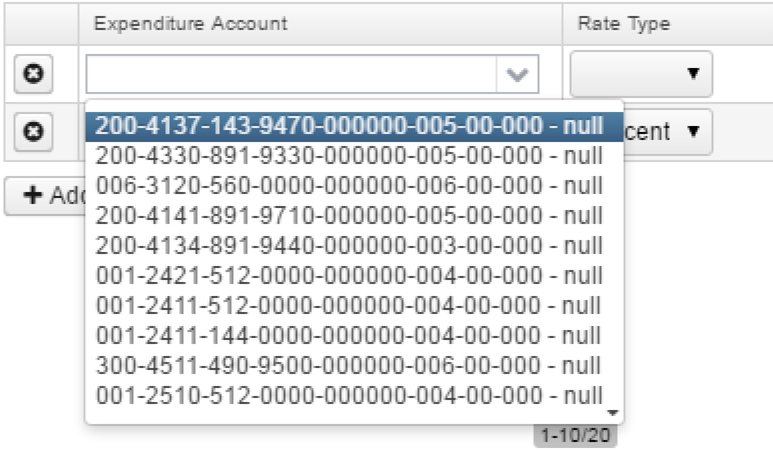
Select the **Employee** and **Position** number to add the new Payroll Account and click on Continue:



Click on  to add a new Payroll Account:



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

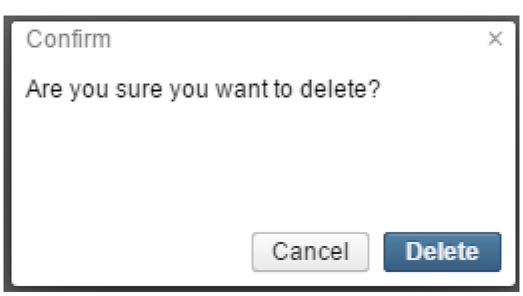


2. The **Rate Type** refers to the method by which this account is to be charged:
    1. **Percent** - indicates a percentage of gross to be charged to this account.
    2. **Fixed** - indicates a fixed dollar amount to be charged to the account:
        - Restrictions on the use of the Fixed Option 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?
    2. 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

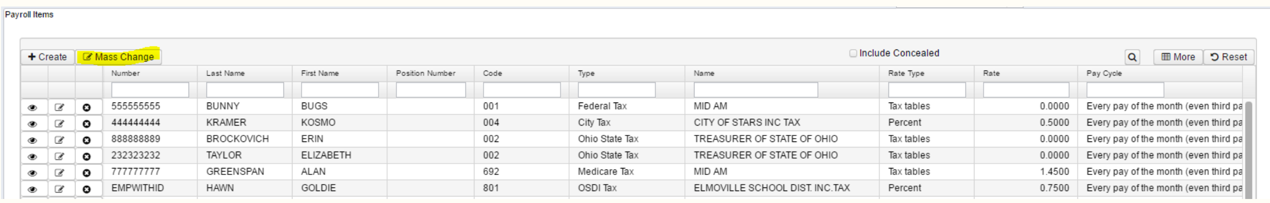
Click on  in the grid beside the desired account number to be deleted. A confirmation box will appear asking to confirm that the Account will be deleted:



Payroll Item

Mass Change

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



Payroll Items

+ Create | Mass Change | Include Concealed | More | Reset

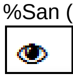
			Number	Last Name	First Name	Position Number	Code	Type	Name	Rate Type	Rate	Pay Cycle
			555555555	BUNNY	BUGS		001	Federal Tax	MID AM	Tax tables	0.0000	Every pay of the month (even third pa
			444444444	KRAMER	KOSMO		004	City Tax	CITY OF STARS INC TAX	Percent	0.5000	Every pay of the month (even third pa
			888888889	BROCKOVICH	ERIN		002	Ohio State Tax	TREASURER OF STATE OF OHIO	Tax tables	0.0000	Every pay of the month (even third pa
			232323232	TAYLOR	ELIZABETH		002	Ohio State Tax	TREASURER OF STATE OF OHIO	Tax tables	0.0000	Every pay of the month (even third pa
			777777777	GREENSPAN	ALAN		692	Medicare Tax	MID AM	Tax tables	1.4500	Every pay of the month (even third pa
			EMPWITHID	HAWN	GOLDIE		801	OSDI Tax	ELMOVILLE SCHOOL DIST. INC.TAX	Percent	0.7500	Every pay of the month (even third pa

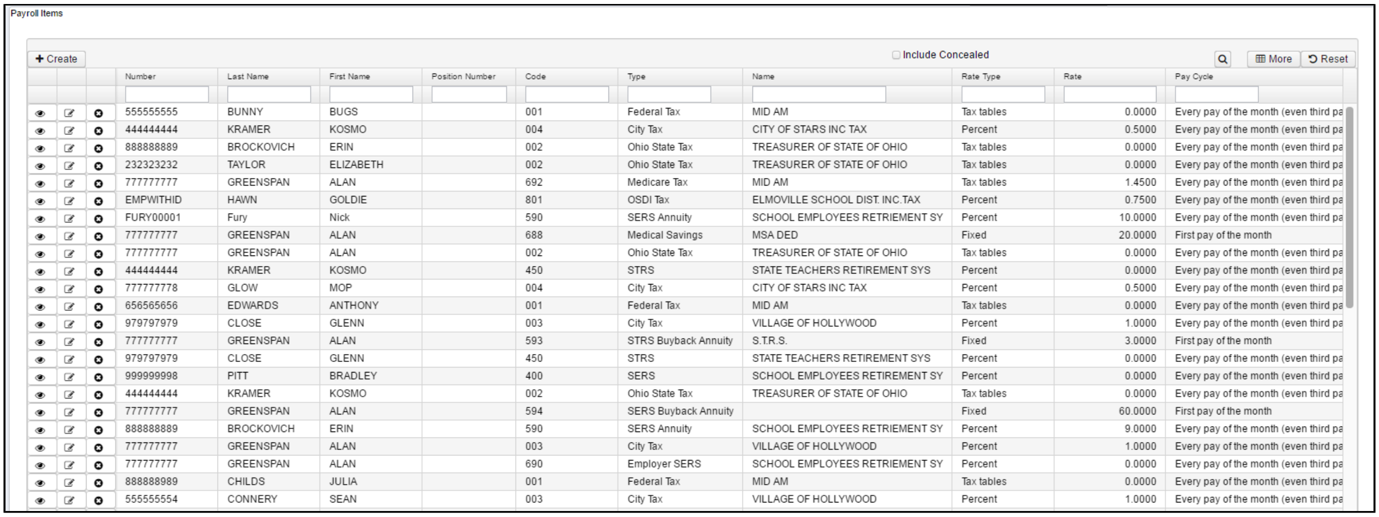
Payroll Items

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  next to the Payroll Item record you are searching for to view the data associated with the payroll item or click on the  to edit the record or  to delete the record.



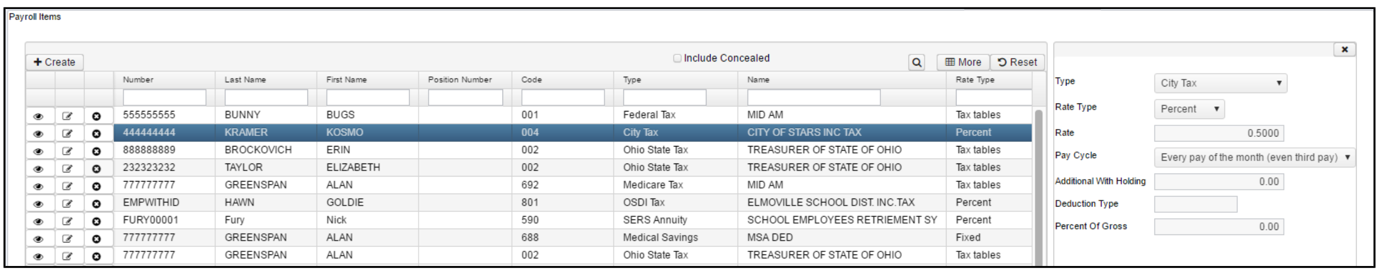
Payroll Items

+ Create | Include Concealed | More | Reset

Number	Last Name	First Name	Position Number	Code	Type	Name	Rate Type	Rate	Pay Cycle
555555555	BUNNY	BUGS		001	Federal Tax	MID AM	Tax tables	0.0000	Every pay of the month (even third pa
444444444	KRAMER	KOSMO		004	City Tax	CITY OF STARS INC TAX	Percent	0.5000	Every pay of the month (even third pa
888888889	BROCKOVICH	ERIN		002	Ohio State Tax	TREASURER OF STATE OF OHIO	Tax tables	0.0000	Every pay of the month (even third pa
232323232	TAYLOR	ELIZABETH		002	Ohio State Tax	TREASURER OF STATE OF OHIO	Tax tables	0.0000	Every pay of the month (even third pa
777777777	GREENSPAN	ALAN		692	Medicare Tax	MID AM	Tax tables	1.4500	Every pay of the month (even third pa
EMPWITHID	HAWN	GOLDIE		801	OSDI Tax	ELMOVILLE SCHOOL DIST. INC.TAX	Percent	0.7500	Every pay of the month (even third pa
FURY00001	Fury	Nick		590	SERS Annuity	SCHOOL EMPLOYEES RETRIEMENT SY	Percent	10.0000	Every pay of the month (even third pa
777777777	GREENSPAN	ALAN		688	Medical Savings	MSA DED	Fixed	20.0000	First pay of the month
777777777	GREENSPAN	ALAN		002	Ohio State Tax	TREASURER OF STATE OF OHIO	Tax tables	0.0000	Every pay of the month (even third pa
444444444	KRAMER	KOSMO		450	STRS	STATE TEACHERS RETIREMENT SYS	Percent	0.0000	Every pay of the month (even third pa
777777778	GLOW	MOP		004	City Tax	CITY OF STARS INC TAX	Percent	0.5000	Every pay of the month (even third pa
656565656	EDWARDS	ANTHONY		001	Federal Tax	MID AM	Tax tables	0.0000	Every pay of the month (even third pa
979797979	CLOSE	GLENN		003	City Tax	VILLAGE OF HOLLYWOOD	Percent	1.0000	Every pay of the month (even third pa
777777777	GREENSPAN	ALAN		593	STRS Buyback Annuity	S.T.R.S.	Fixed	3.0000	First pay of the month
979797979	CLOSE	GLENN		450	STRS	STATE TEACHERS RETIREMENT SYS	Percent	0.0000	Every pay of the month (even third pa
999999998	PITT	BRADLEY		400	SERS	SCHOOL EMPLOYEES RETRIEMENT SY	Percent	0.0000	Every pay of the month (even third pa
444444444	KRAMER	KOSMO		002	Ohio State Tax	TREASURER OF STATE OF OHIO	Tax tables	0.0000	Every pay of the month (even third pa
777777777	GREENSPAN	ALAN		594	SERS Buyback Annuity		Fixed	60.0000	First pay of the month
888888889	BROCKOVICH	ERIN		590	SERS Annuity	SCHOOL EMPLOYEES RETRIEMENT SY	Percent	9.0000	Every pay of the month (even third pa
777777777	GREENSPAN	ALAN		003	City Tax	VILLAGE OF HOLLYWOOD	Percent	1.0000	Every pay of the month (even third pa
777777777	GREENSPAN	ALAN		690	Employer SERS	SCHOOL EMPLOYEES RETRIEMENT SY	Percent	0.0000	Every pay of the month (even third pa
888888989	CHILDS	JULIA		001	Federal Tax	MID AM	Tax tables	0.0000	Every pay of the month (even third pa
555555554	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 Items

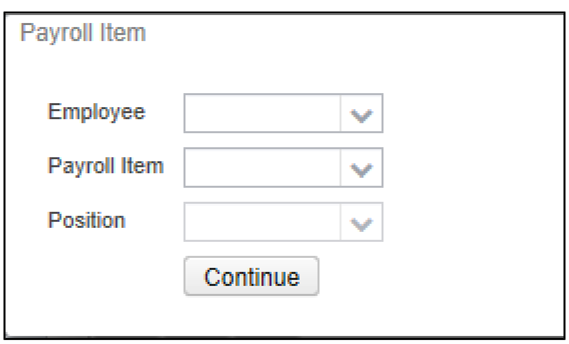
+ Create | Include Concealed | More | Reset

Number	Last Name	First Name	Position Number	Code	Type	Name	Rate Type
555555555	BUNNY	BUGS		001	Federal Tax	MID AM	Tax tables
444444444	KRAMER	KOSMO		004	City Tax	CITY OF STARS INC TAX	Percent
888888889	BROCKOVICH	ERIN		002	Ohio State Tax	TREASURER OF STATE OF OHIO	Tax tables
232323232	TAYLOR	ELIZABETH		002	Ohio State Tax	TREASURER OF STATE OF OHIO	Tax tables
777777777	GREENSPAN	ALAN		692	Medicare Tax	MID AM	Tax tables
EMPWITHID	HAWN	GOLDIE		801	OSDI Tax	ELMOVILLE SCHOOL DIST. INC.TAX	Percent
FURY00001	Fury	Nick		590	SERS Annuity	SCHOOL EMPLOYEES RETRIEMENT SY	Percent
777777777	GREENSPAN	ALAN		688	Medical Savings	MSA DED	Fixed
777777777	GREENSPAN	ALAN		002	Ohio State Tax	TREASURER OF STATE OF OHIO	Tax tables

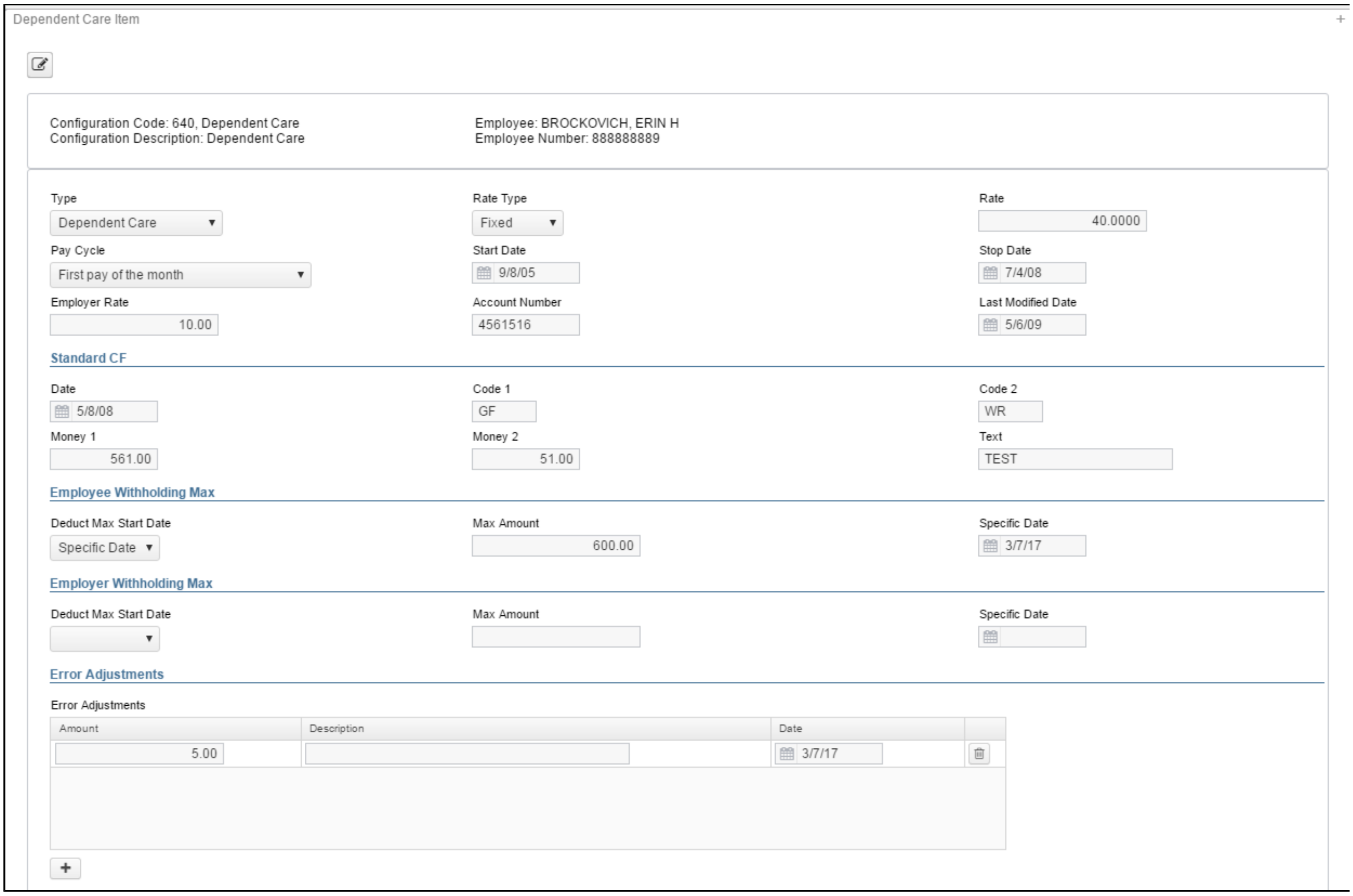
Type	City Tax
Rate Type	Percent
Rate	0.5000
Pay Cycle	Every pay of the month (even third pay)
Additional With Holding	0.00
Deduction Type	
Percent Of Gross	0.00

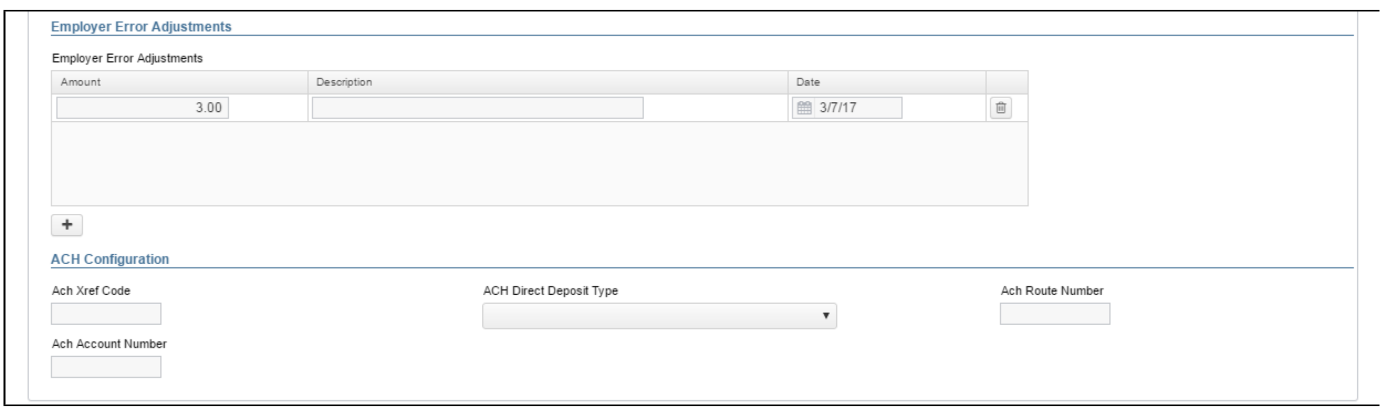
Create a Payroll Item

1. From the Core Menu select Payroll Items
2. Click on Create
3. Select Employee and the Payroll Item to add by clicking on the  arrow
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.



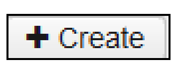
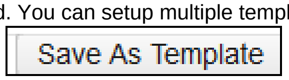
4. Fill in data for the new Payroll Item for the employee:





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

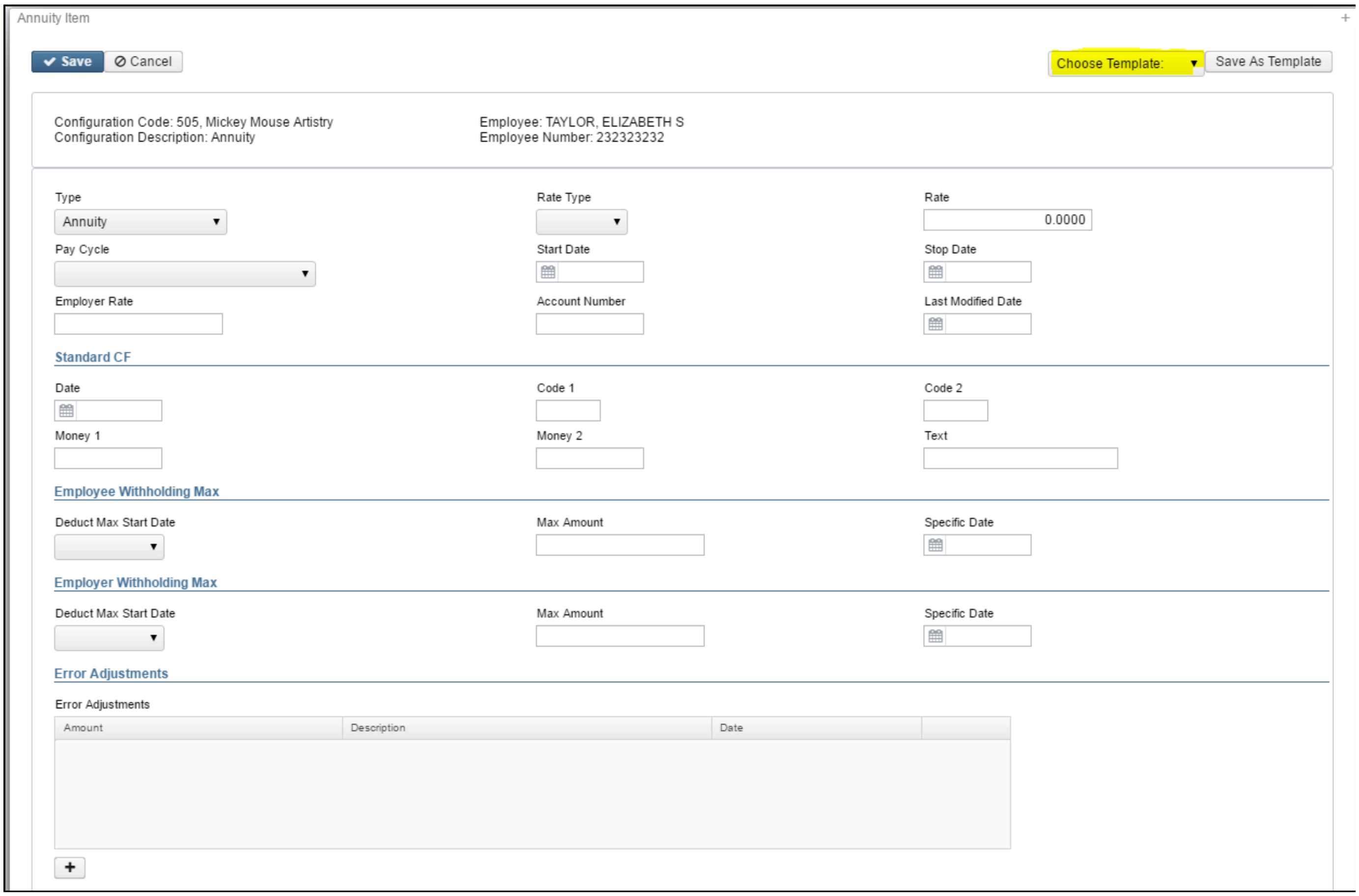
Creating a Payroll Item Template Record

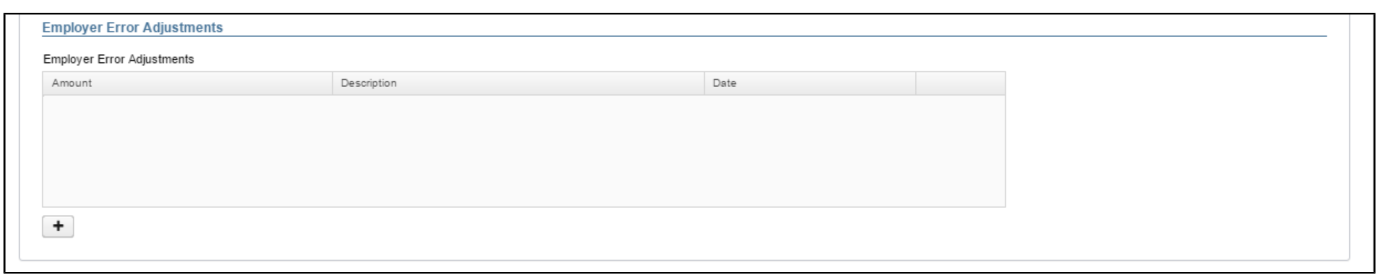
A Payroll Item template record can be created by clicking on the  button. You will then populate any recurring field that may be needed on the record. You can setup multiple template records for different types of payroll items. Once these fields have been populated you can then click on the  button. You will then receive a prompt to

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

Utilization of a Payroll Item Template Record

To create a new Payroll Item record using the Payroll Item Templates click **+ Create**. Select the employee and the Payroll Item you are creating this 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 previously stored when you created this template will populate on the Payroll Item record you are creating. You can then add the remaining Payroll Item data needed and click **✔ Save** to complete the creation of this record. If you do not want this record saved you can click the **⊘ Cancel** button.





Edit Payroll Items

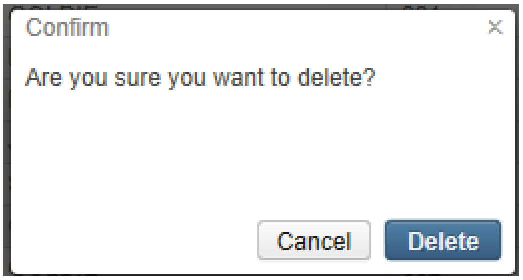
Only fields that are allowed to be edited will be displayed.

1. Search desired Employee on grid
2. Click on [edit icon] to edit the Payroll Items
3. Make desired changes
4. Click on **✔ Save** to save desired changes to the Payroll Items, click on **⊘ Cancel** to not posted changes and return to the Payroll

Items grid.

Delete Payroll Items

1. Search desired employee Payroll Item to delete
2. Click on [x] to delete the Payroll Item
3. Click on "delete" to confirm.



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.

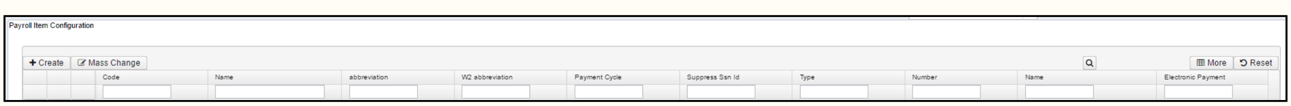
Payroll Items Video

Payroll Item Configuration

- Mass Change
- Search/View Payroll Item Configuration
- Highlight Viewer
- Create Payroll Item Configuration
- Edit Payroll Item Configuration
- Delete Payroll Item Configuration
- Payroll Item Configuration 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



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
OH	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

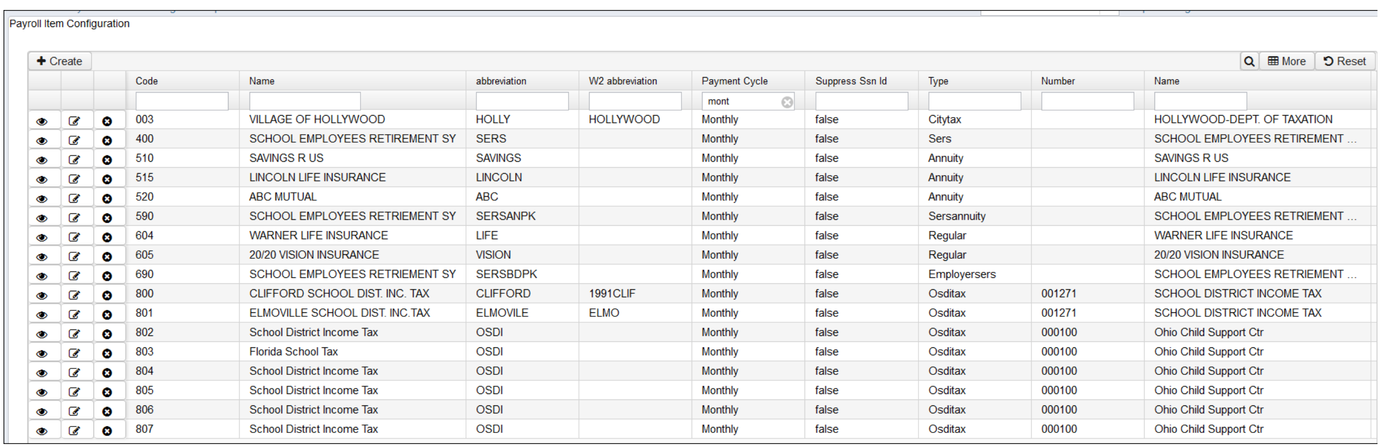
Once a Payroll Item Configuration Type is selected, assignment of a Payroll Item Code is necessary. The code number selected is arbitrary except for certain restricted Code numbers that must be used with the Deduction Types shown in the table below:

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  next to the Payroll Item Configuration record you are searching for to view the data relating to this Payroll Item Configuration record or click on the  to edit the record or  to delete the record.

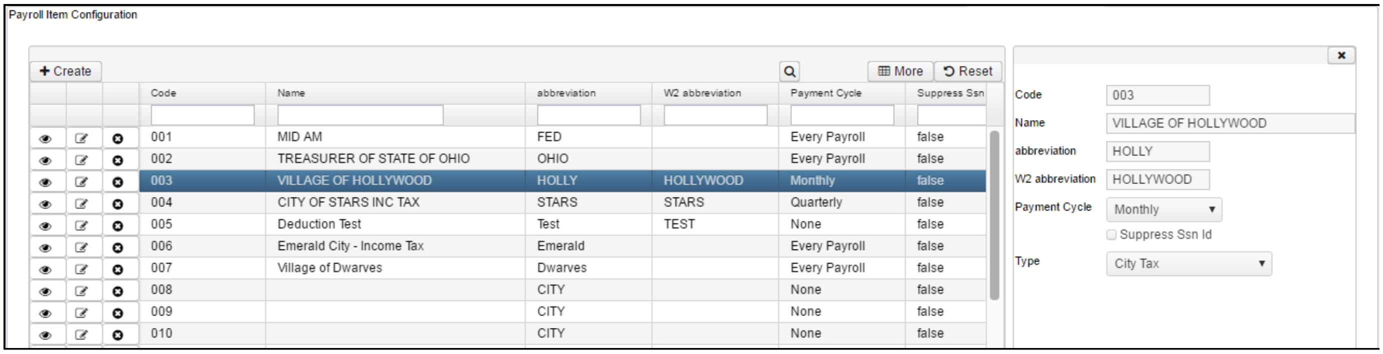

Payroll Item Configuration

Create | More | Reset

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

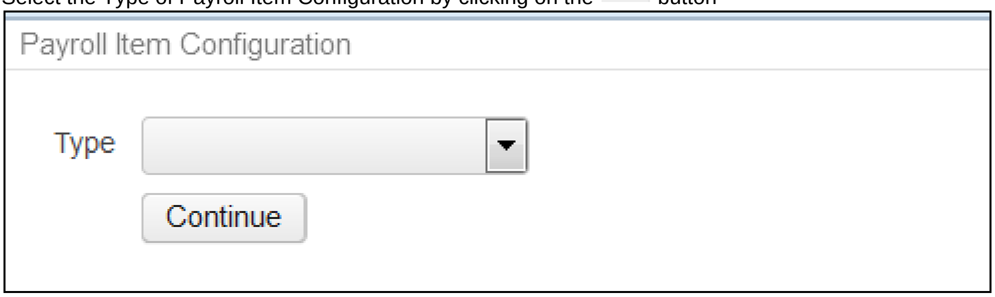


			Code	Name	abbreviation	W2 abbreviation	Payment Cycle	Suppress Ssn
			001	MID AM	FED		Every Payroll	false
			002	TREASURER OF STATE OF OHIO	OHIO		Every Payroll	false
			003	VILLAGE OF HOLLYWOOD	HOLLY	HOLLYWOOD	Monthly	false
			004	CITY OF STARS INC TAX	STARS	STARS	Quarterly	false
			005	Deduction Test	Test	TEST	None	false
			006	Emerald City - Income Tax	Emerald		Every Payroll	false
			007	Village of Dwarves	Dwarves		Every Payroll	false
			008		CITY		None	false
			009		CITY		None	false
			010		CITY		None	false

Create Payroll Item Configuration

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

3. Select the Type of Payroll Item Configuration by clicking on the  button

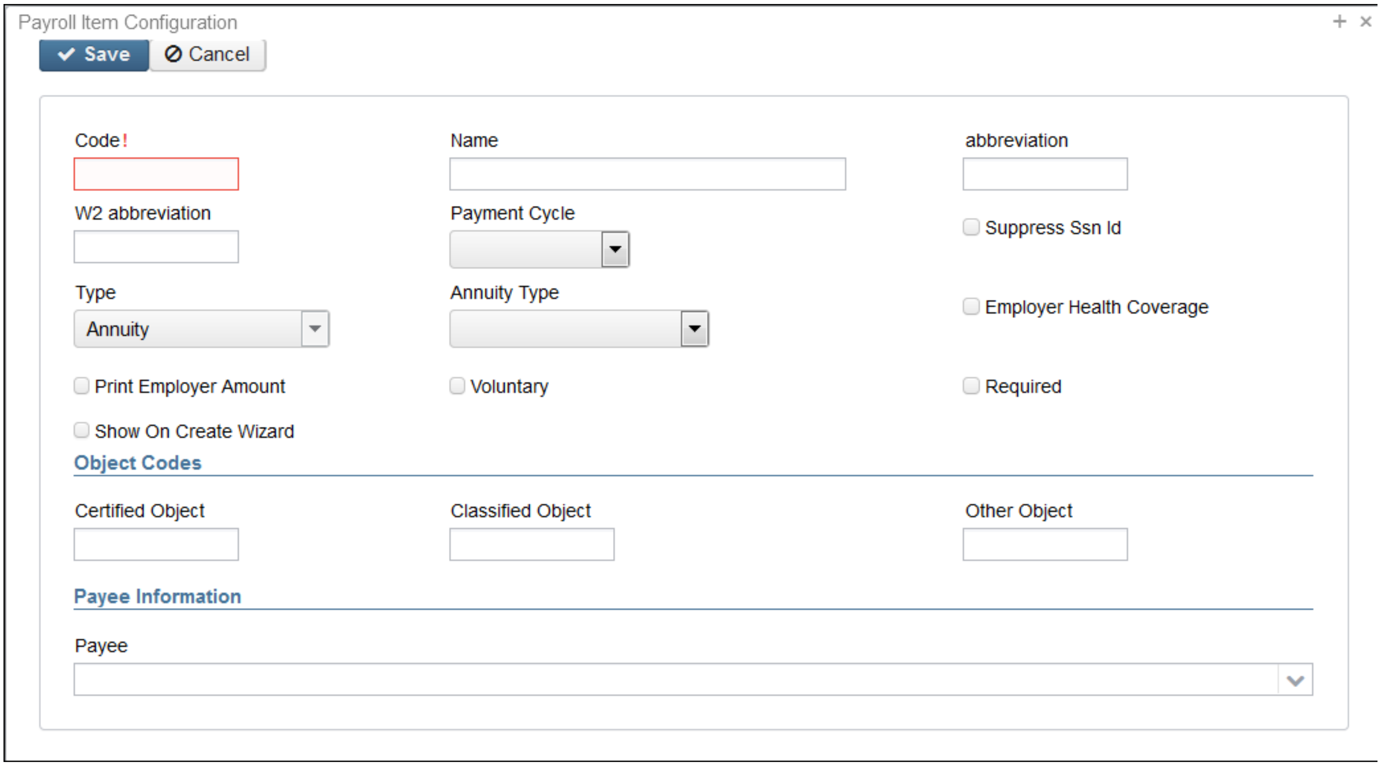


4. Enter in the Code (this is a **REQUIRED** field), Name, Abbreviation, W2 Abbreviation, from the drop down box choose the Payment Cycle. If the SSN is to be suppressed and you want the Employee Id used on Payroll Item reports check the box next to Suppress SSN ID. The Payroll Item Type can be chosen 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.

The **Payee Information** is a required field - 

5. Click on 

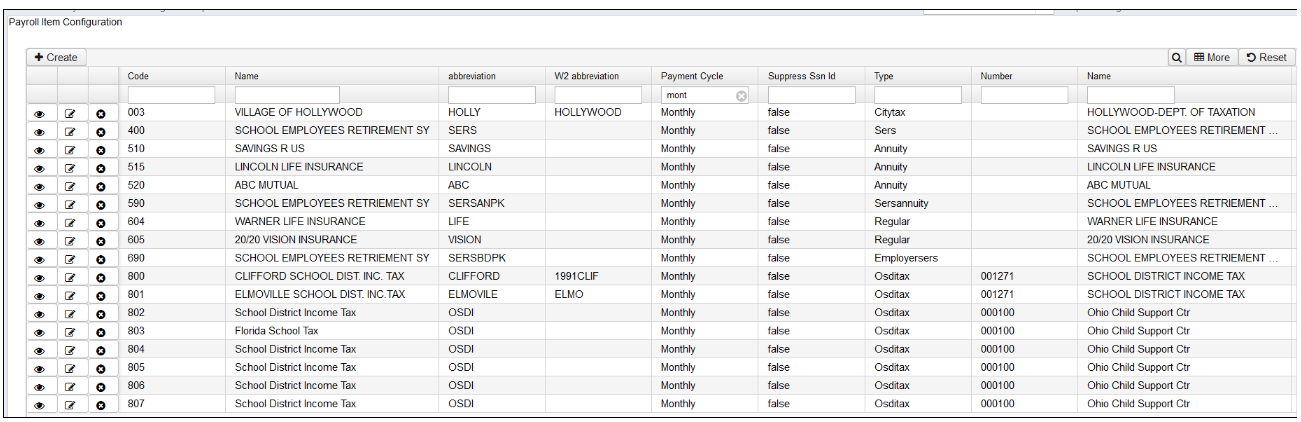
to post the Payroll Item Number to the system, click on Cancel to not post the Payroll Item Number and return to the Payroll Item Configuration grid.



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.

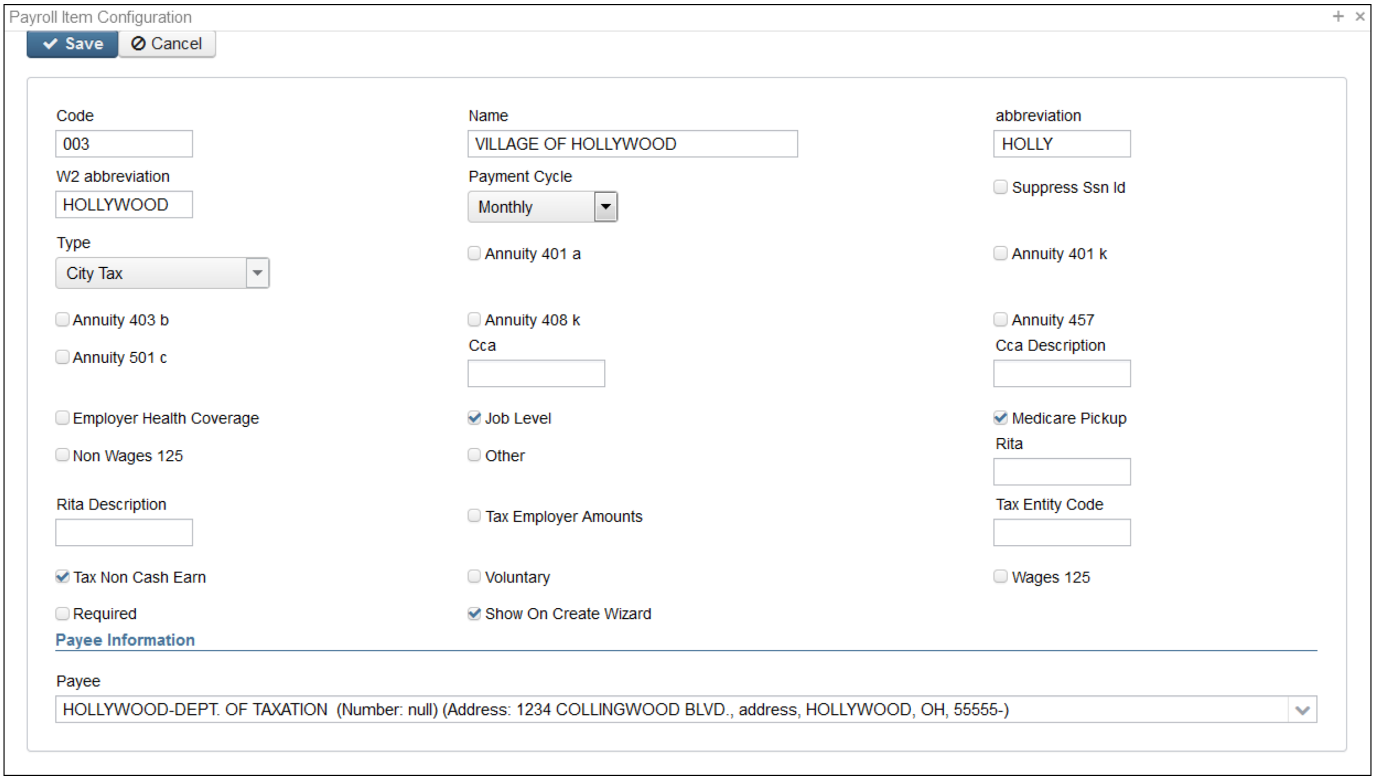


Payroll Item Configuration

Create | More | Reset

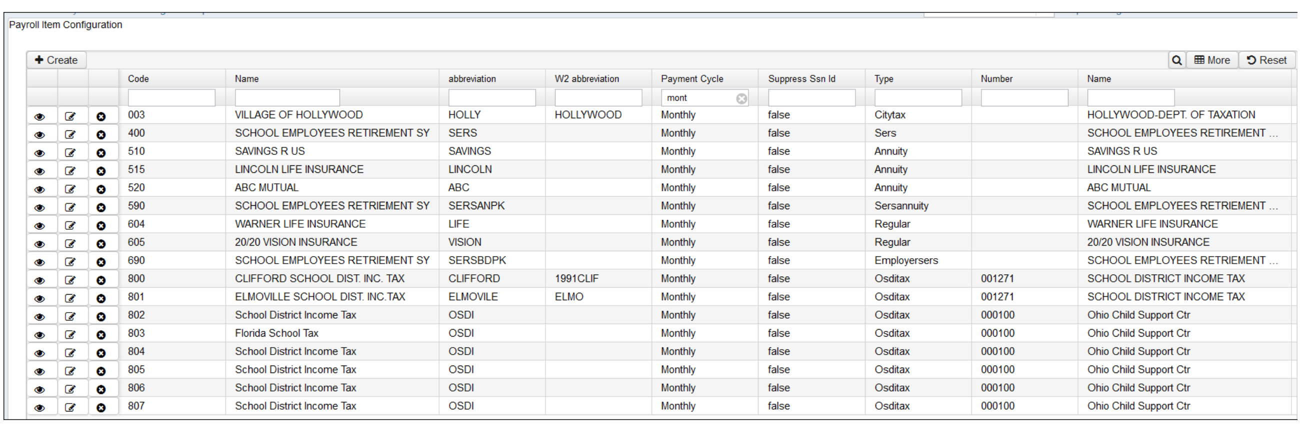
Code	Name	abbreviation	W2 abbreviation	Payment Cycle	Suppress Ssn Id	Type	Number	Name
				mont				
003	VILLAGE OF HOLLYWOOD	HOLLY	HOLLYWOOD	Monthly	false	Citytax		HOLLYWOOD-DEPT. OF TAXATION
400	SCHOOL EMPLOYEES RETIREMENT SY	SERS		Monthly	false	Sers		SCHOOL EMPLOYEES RETIREMENT ...
510	SAVINGS R US	SAVINGS		Monthly	false	Annuity		SAVINGS R US
515	LINCOLN LIFE INSURANCE	LINCOLN		Monthly	false	Annuity		LINCOLN LIFE INSURANCE
520	ABC MUTUAL	ABC		Monthly	false	Annuity		ABC MUTUAL
590	SCHOOL EMPLOYEES RETRIEMENT SY	SERSANPK		Monthly	false	Sersannuity		SCHOOL EMPLOYEES RETRIEMENT ...
604	WARNER LIFE INSURANCE	LIFE		Monthly	false	Regular		WARNER LIFE INSURANCE
605	20/20 VISION INSURANCE	VISION		Monthly	false	Regular		20/20 VISION INSURANCE
690	SCHOOL EMPLOYEES RETRIEMENT SY	SERSBDPK		Monthly	false	Employersers		SCHOOL EMPLOYEES RETRIEMENT ...
800	CLIFFORD SCHOOL DIST. INC. TAX	CLIFFORD	1991CLIF	Monthly	false	Osditax	001271	SCHOOL DISTRICT INCOME TAX
801	ELMOVILLE SCHOOL DIST. INC.TAX	ELMOVILE	ELMO	Monthly	false	Osditax	001271	SCHOOL DISTRICT INCOME TAX
802	School District Income Tax	OSDI		Monthly	false	Osditax	000100	Ohio Child Support Ctr
803	Florida School Tax	OSDI		Monthly	false	Osditax	000100	Ohio Child Support Ctr
804	School District Income Tax	OSDI		Monthly	false	Osditax	000100	Ohio Child Support Ctr
805	School District Income Tax	OSDI		Monthly	false	Osditax	000100	Ohio Child Support Ctr
806	School District Income Tax	OSDI		Monthly	false	Osditax	000100	Ohio Child Support Ctr
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 to edit the Payroll Item.
3. Make desired change.
4. Click on Save to save desired changes to the Payroll Item, click on Cancel to not post changes and return to the Payroll Item Configuration grid.



Delete Payroll Item Configuration

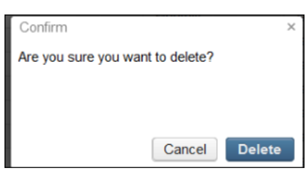
1. The Payroll Item Configuration Grid allows the user to search for existing Payroll Items. You can either enter in the Code or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you are wanting to delete. Example - Payment 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.

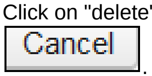

Payroll Item Configuration

Create | More | Reset

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

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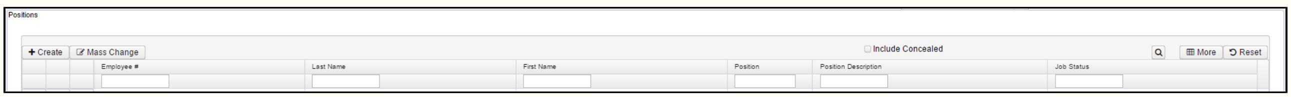
Payroll Item Configuration Video

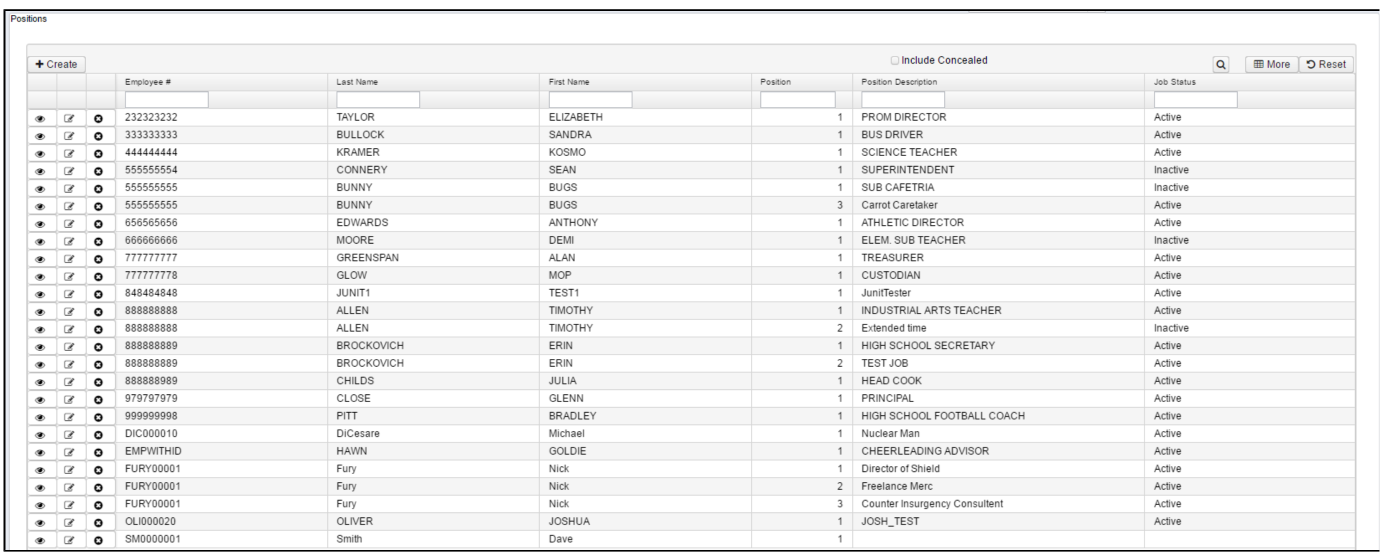
Position

Mass Change

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



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

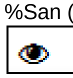
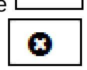


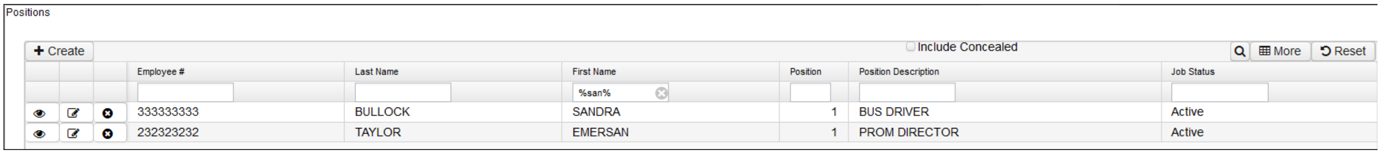
Positions

Create | Include Concealed | More | Reset

Employee #	Last Name	First Name	Position	Position Description	Job Status
232323232	TAYLOR	ELIZABETH	1	PROM DIRECTOR	Active
333333333	BULLOCK	SANDRA	1	BUS DRIVER	Active
444444444	KRAMER	KOSMO	1	SCIENCE TEACHER	Active
555555554	CONNERY	SEAN	1	SUPERINTENDENT	Inactive
555555555	BUNNY	BUGS	1	SUB CAFETRIA	Inactive
555555555	BUNNY	BUGS	3	Carrot Caretaker	Active
656565656	EDWARDS	ANTHONY	1	ATHLETIC DIRECTOR	Active
666666666	MOORE	DEMI	1	ELEM. SUB TEACHER	Inactive
777777777	GREENSPAN	ALAN	1	TREASURER	Active
777777778	GLOW	MOP	1	CUSTODIAN	Active
848484848	JUNIT1	TEST1	1	JunitTester	Active
888888888	ALLEN	TIMOTHY	1	INDUSTRIAL ARTS TEACHER	Active
888888888	ALLEN	TIMOTHY	2	Extended time	Inactive
888888889	BROCKOVICH	ERIN	1	HIGH SCHOOL SECRETARY	Active
888888889	BROCKOVICH	ERIN	2	TEST JOB	Active
888888989	CHILDS	JULIA	1	HEAD COOK	Active
979797979	CLOSE	GLENN	1	PRINCIPAL	Active
999999998	PITT	BRADLEY	1	HIGH SCHOOL FOOTBALL COACH	Active
DIC000010	DiCesare	Michael	1	Nuclear Man	Active
EMPWITHID	HAWN	GOLDIE	1	CHEERLEADING ADVISOR	Active
FURY00001	Fury	Nick	1	Director of Shield	Active
FURY00001	Fury	Nick	2	Freelance Merc	Active
FURY00001	Fury	Nick	3	Counter Insurgency Consultent	Active
OLI000020	OLIVER	JOSHUA	1	JOSH_TEST	Active
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 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 this employee or click on the  to edit the record or  to delete the record.

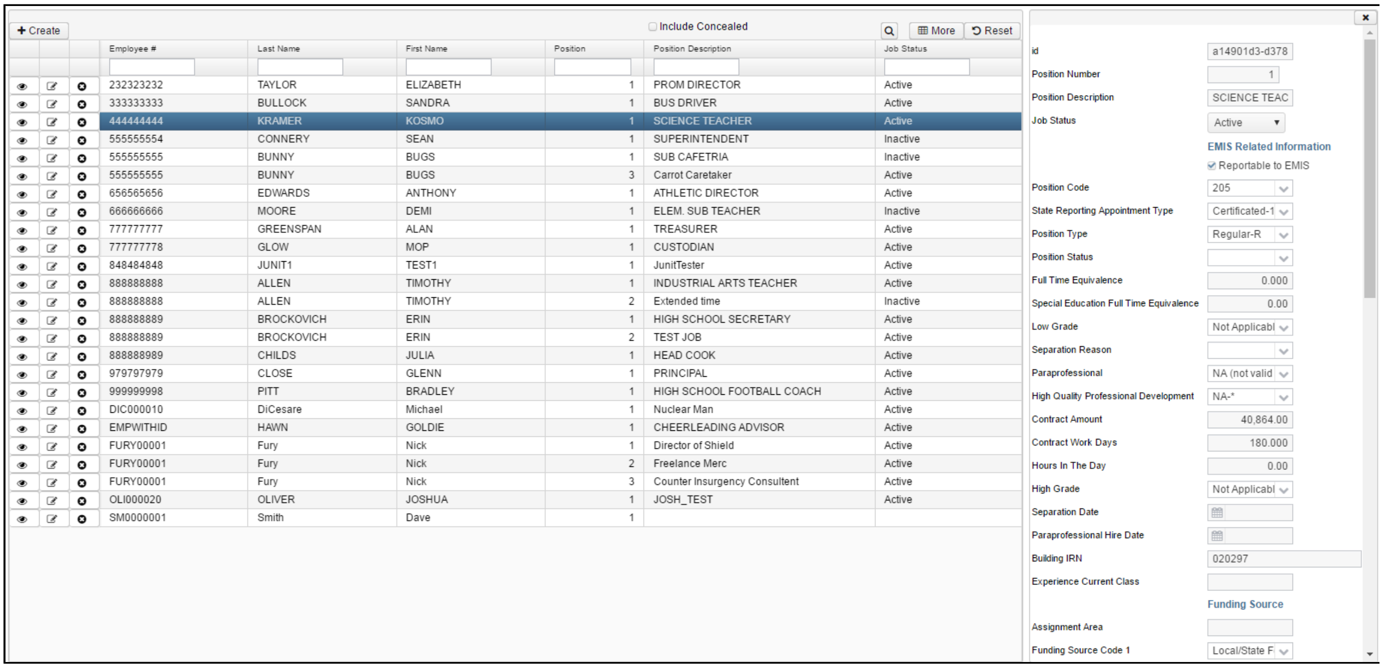


Positions

			Employee #	Last Name	First Name	Position	Position Description	Job Status
					%san%			
			333333333	BULLOCK	SANDRA	1	BUS DRIVER	Active
			232323232	TAYLOR	EMERSAN	1	PROM DIRECTOR	Active

Highlight Viewer

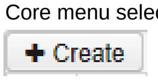
To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:

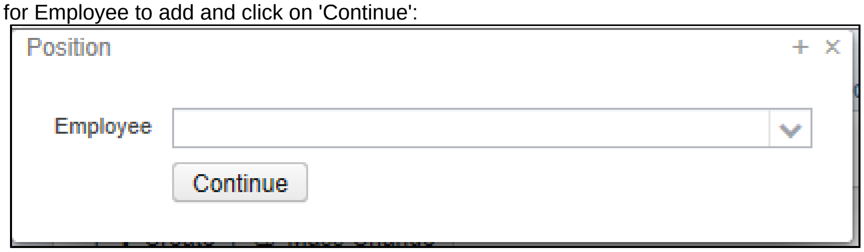


			Employee #	Last Name	First Name	Position	Position Description	Job Status
			232323232	TAYLOR	ELIZABETH	1	PROM DIRECTOR	Active
			333333333	BULLOCK	SANDRA	1	BUS DRIVER	Active
			444444444	KRAMER	KOSMO	1	SCIENCE TEACHER	Active
			555555554	CONNERY	SEAN	1	SUPERINTENDENT	Inactive
			555555555	BUNNY	BUGS	1	SUB CAFETRIA	Inactive
			555555555	BUNNY	BUGS	3	Carrot Caretaker	Active
			656565656	EDWARDS	ANTHONY	1	ATHLETIC DIRECTOR	Active
			666666666	MOORE	DEMI	1	ELEM. SUB TEACHER	Inactive
			777777777	GREENSPAN	ALAN	1	TREASURER	Active
			777777778	GLOW	MOP	1	CUSTODIAN	Active
			848484848	JUNIT1	TEST1	1	JunitTester	Active
			888888888	ALLEN	TIMOTHY	1	INDUSTRIAL ARTS TEACHER	Active
			888888888	ALLEN	TIMOTHY	2	Extended time	Inactive
			888888889	BROCKOVICH	ERIN	1	HIGH SCHOOL SECRETARY	Active
			888888889	BROCKOVICH	ERIN	2	TEST JOB	Active
			888888989	CHILDS	JULIA	1	HEAD COOK	Active
			979797979	CLOSE	GLENN	1	PRINCIPAL	Active
			999999998	PITT	BRADLEY	1	HIGH SCHOOL FOOTBALL COACH	Active
			DIC000010	DiCesare	Michael	1	Nuclear Man	Active
			EMPWITHID	HAWN	GOLDIE	1	CHEERLEADING ADVISOR	Active
			FURY00001	Fury	Nick	1	Director of Shield	Active
			FURY00001	Fury	Nick	2	Freelance Merc	Active
			FURY00001	Fury	Nick	3	Counter Insurgency Consultent	Active
			OLI000020	OLIVER	JOSHUA	1	JOSH_TEST	Active
			SM0000001	Smith	Dave	1		

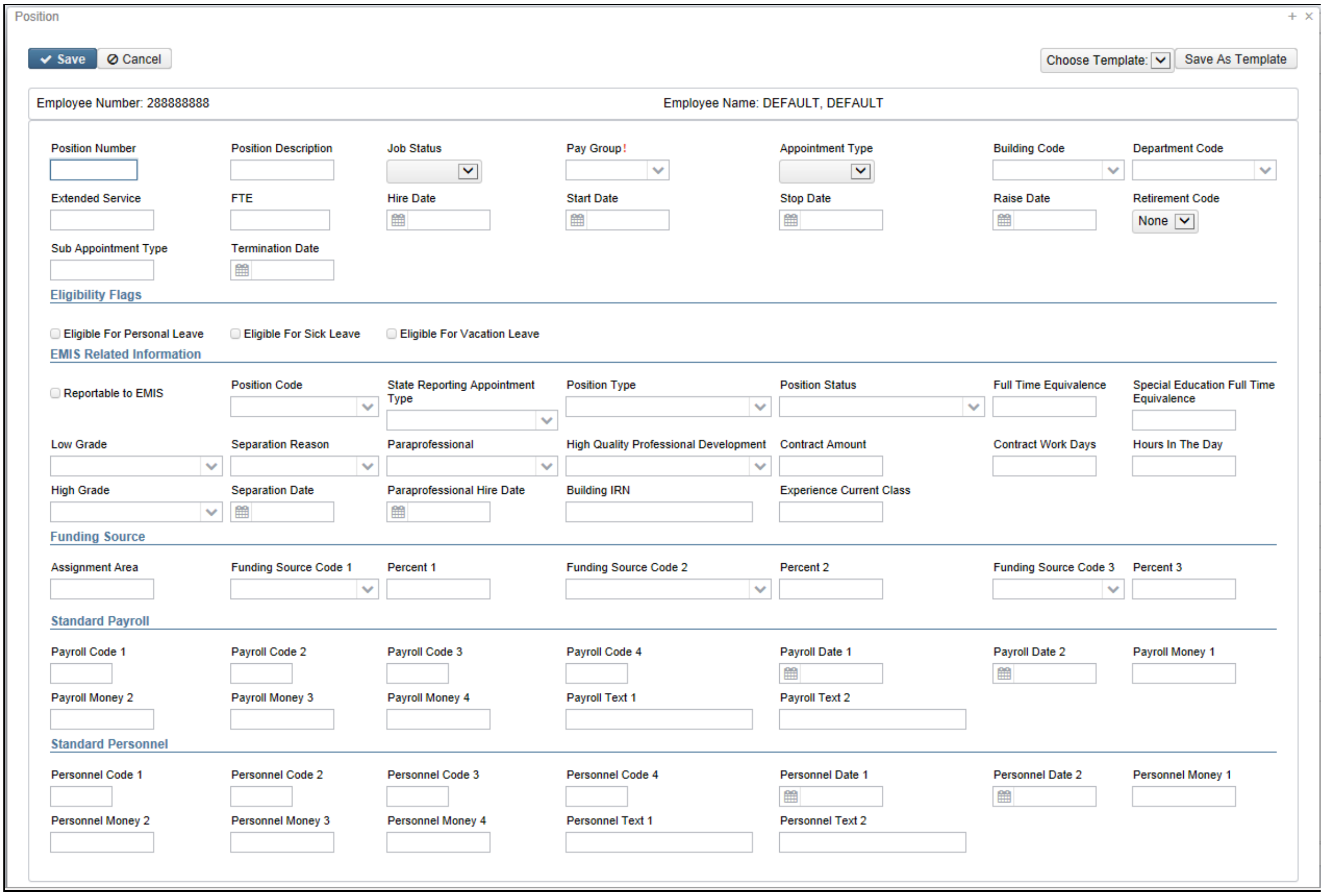
id	a14901d3-d378
Position Number	1
Position Description	SCIENCE TEAC
Job Status	Active
	EMIS Related Information
	Reportable to EMIS
Position Code	205
State Reporting Appointment Type	Certificated-1
Position Type	Regular-R
Position Status	
Full Time Equivalence	0.000
Special Education Full Time Equivalence	0.00
Low Grade	Not Applicabl
Separation Reason	
Paraprofessional	NA (not valid
High Quality Professional Development	NA-*
Contract Amount	40,864.00
Contract Work Days	180.000
Hours In The Day	0.00
High Grade	Not Applicabl
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 

3. Search for Employee to add and click on 'Continue':


   1.
4. Enter in desired information for new Positions:

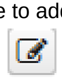


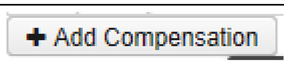
5. Click on 

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

Create Compensation

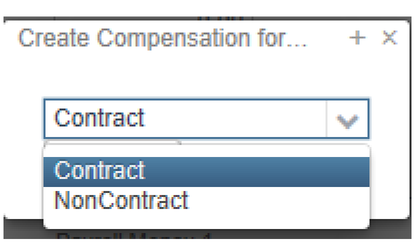
Once a Position has been added, a Compensation can then be created. A Compensation defines how it's going to be paid.

1. From the Core menu select 'Positions'
2. Search for Employee to add Compensation
3. Click on  or  to open up Position

4. Select 

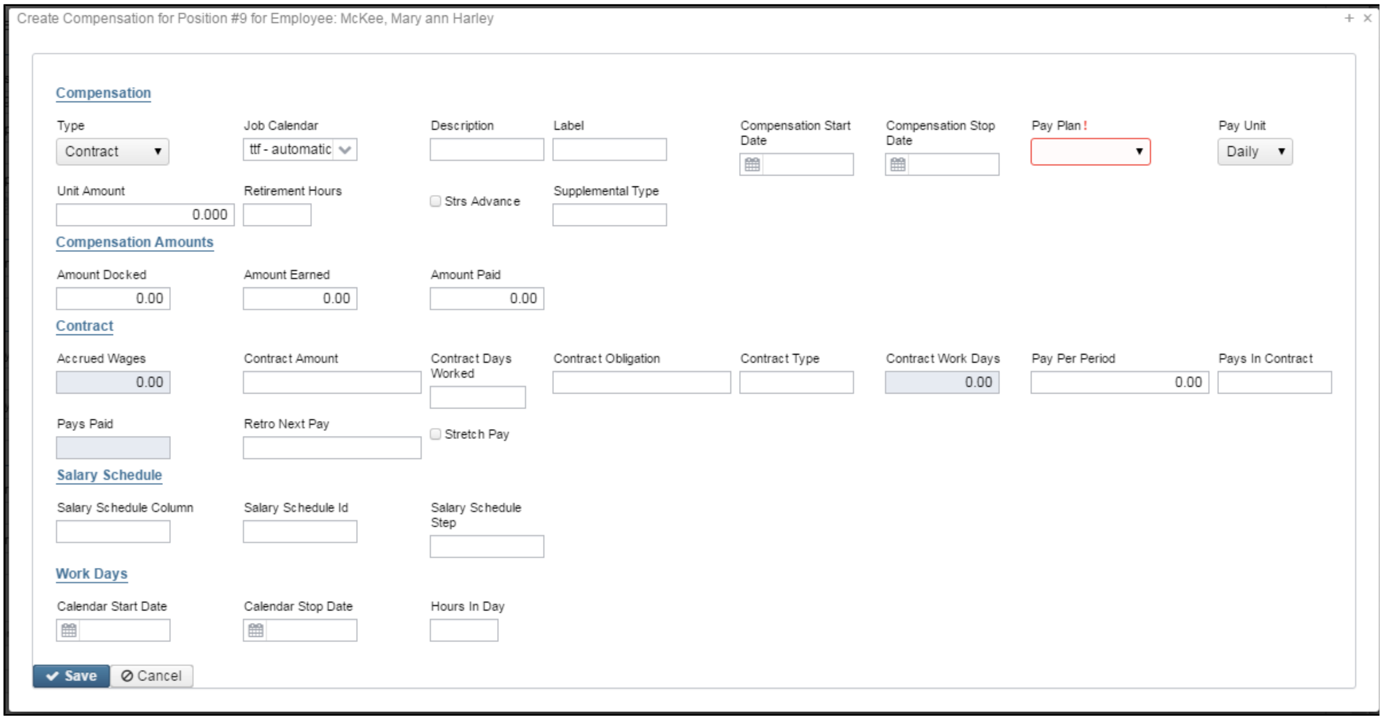
at the bottom

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



A choice of Contract or NonContract Compensation is optional. Select and then click on 

.



6. Enter in the required information

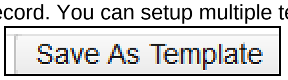
Grayed out fields are calculated values that can not be added or updated by the user

7. Click on 

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 clicking on the 

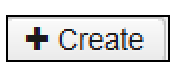
button. You will then populate any recurring field that may be needed on the record. You can setup multiple template records for different types of positions. Once these fields have been populated you can then click on the 

button. You will then receive a prompt to 

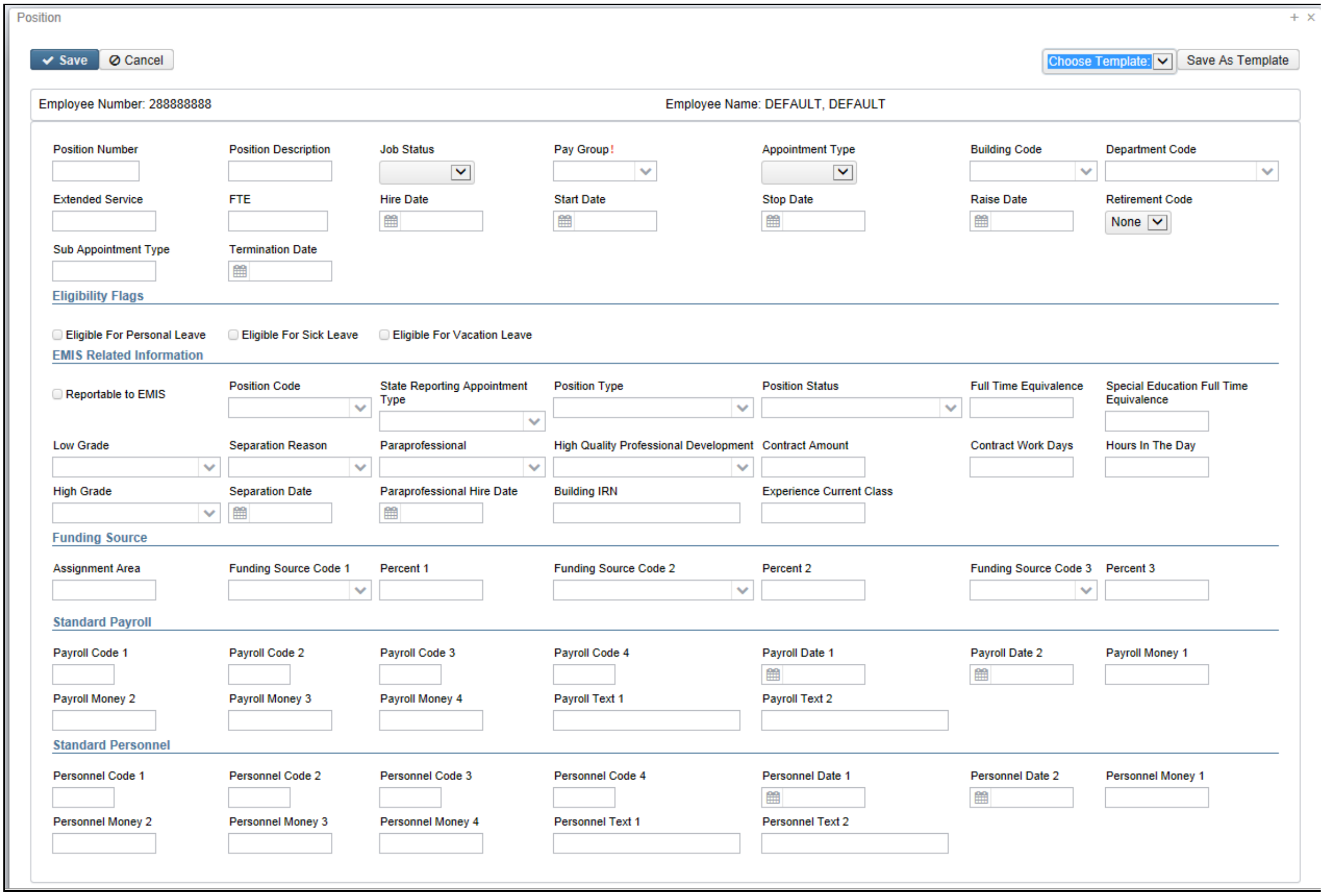
. You will type in the name of your template and then click 

.

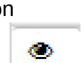
Utilization of a Position Template Record

To create a new Position record using the Position Templates click 

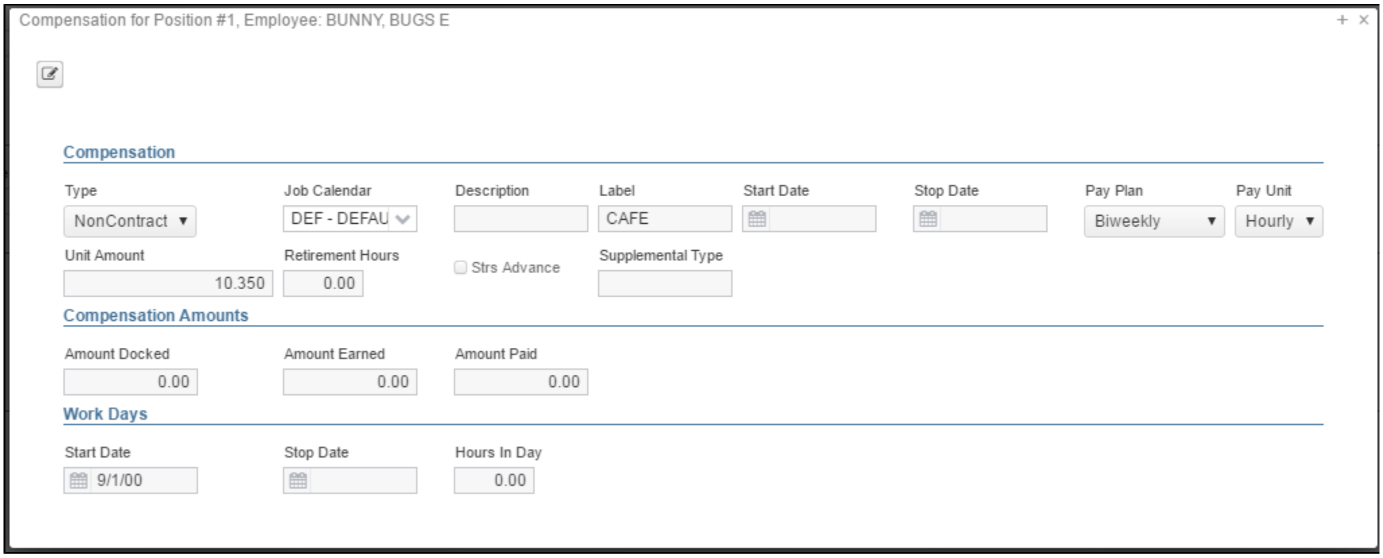
. Select the employee you are creating this Position record for. You can then click on Choose Template: which will allow you to select from the template(s) you created. The data that was previously stored when you created this template will populate on the Position record you are creating. You can then add the remaining Position data needed and click ✔ Save to complete the creation of this record. If you do not want this record saved you can click the ⊘ Cancel button.



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  to make desired changes

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

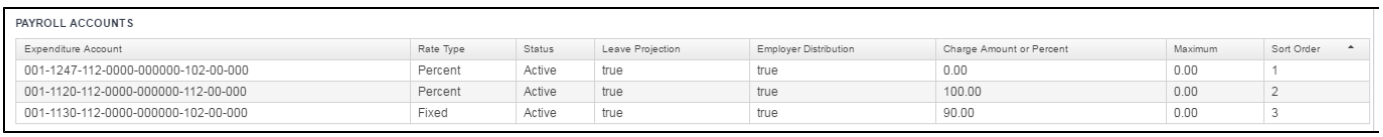


Click on 

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

View Payroll Accounts

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.

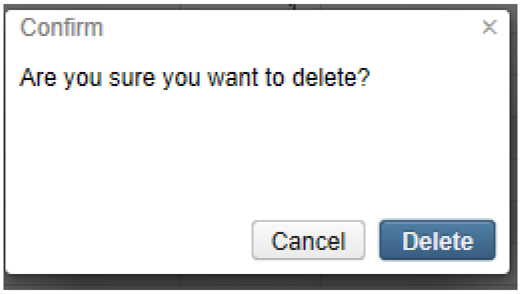
1. Search desired employee on grid
2. Query for desired Position
3. Click on the  to modify the position
4. Click on 

to accept the changes, click on Cancel to not save the changes and return to the position

Delete Position

> 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



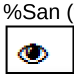
Positions Video

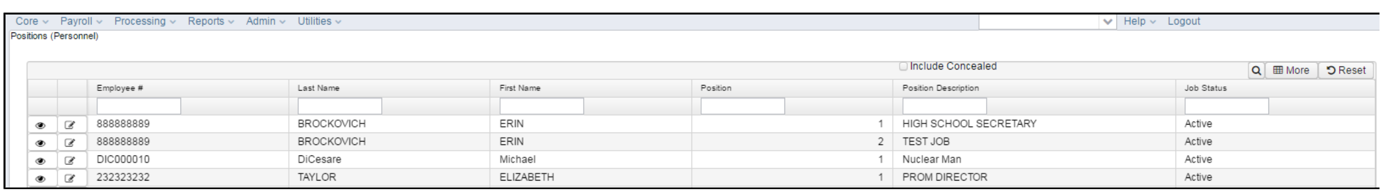
Position (Personnel)

- Search/View Positions
- Highlight Viewer
- Edit Positions

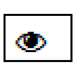
The Positions (Personnel) option is for employees with OECN_PPS role only. If an employee only has the PPS role, then they would only see the Position (Personnel) option in their menu and not the Position option.

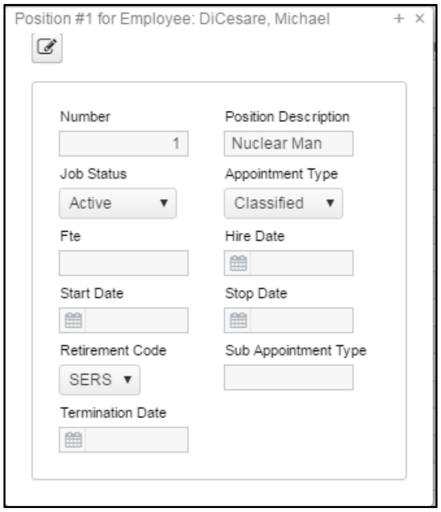
Search/View Positions

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  next to the Employee (Personnel) record you are searching for to view the data relating to this employee or click on the  to edit the record.



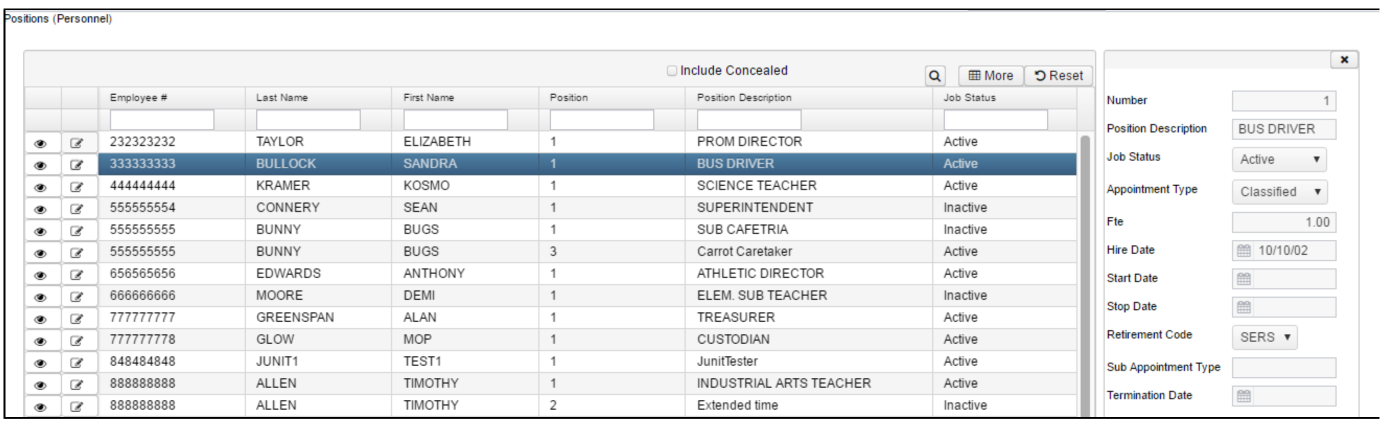
		Employee #	Last Name	First Name	Position	Position Description	Job Status
		888888889	BROCKOVICH	ERIN	1	HIGH SCHOOL SECRETARY	Active
		888888889	BROCKOVICH	ERIN	2	TEST JOB	Active
		DIC000010	DiCesare	Michael	1	Nuclear Man	Active
		232323232	TAYLOR	ELIZABETH	1	PROM DIRECTOR	Active

After selecting  to view, the following screen comes up:



Highlight Viewer

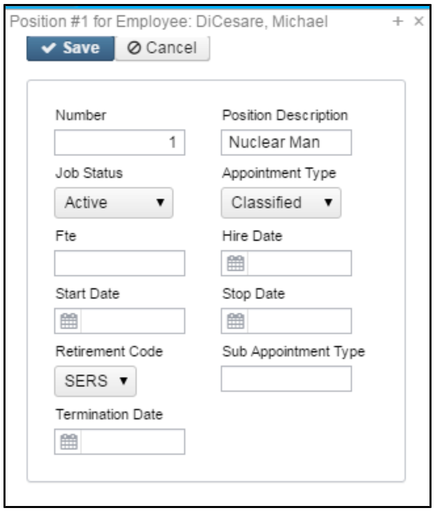
To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:



Employee #	Last Name	First Name	Position	Position Description	Job Status
232323232	TAYLOR	ELIZABETH	1	PROM DIRECTOR	Active
333333333	BULLOCK	SANDRA	1	BUS DRIVER	Active
444444444	KRAMER	KOSMO	1	SCIENCE TEACHER	Active
555555554	CONNERY	SEAN	1	SUPERINTENDENT	Inactive
555555555	BUNNY	BUGS	1	SUB CAFETRIA	Inactive
555555555	BUNNY	BUGS	3	Carrot Caretaker	Active
656565656	EDWARDS	ANTHONY	1	ATHLETIC DIRECTOR	Active
666666666	MOORE	DEMI	1	ELEM. SUB TEACHER	Inactive
777777777	GREENSPAN	ALAN	1	TREASURER	Active
777777778	GLOW	MOP	1	CUSTODIAN	Active
848484848	JUNIT1	TEST1	1	JunitTester	Active
888888888	ALLEN	TIMOTHY	1	INDUSTRIAL ARTS TEACHER	Active
888888888	ALLEN	TIMOTHY	2	Extended time	Inactive

Edit Positions

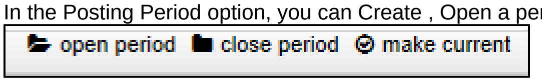
1. Search desired Employee on grid
2. Click on to edit the Position
3. Make desired changes
4. Click on Save to save desired changes to the Position, click on Cancel to not posted changes and return to the Position grid.

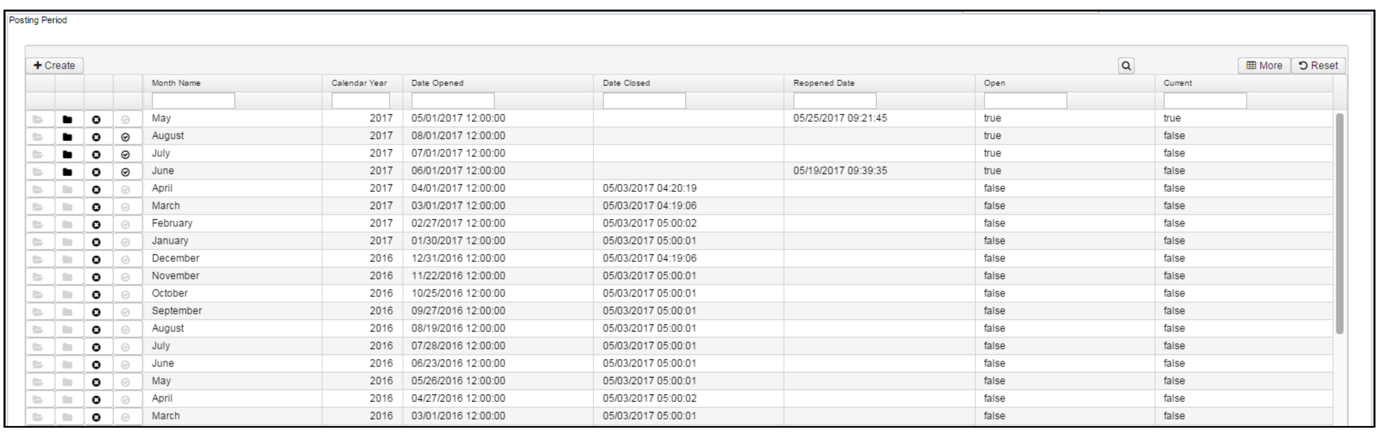


Posting Period

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:

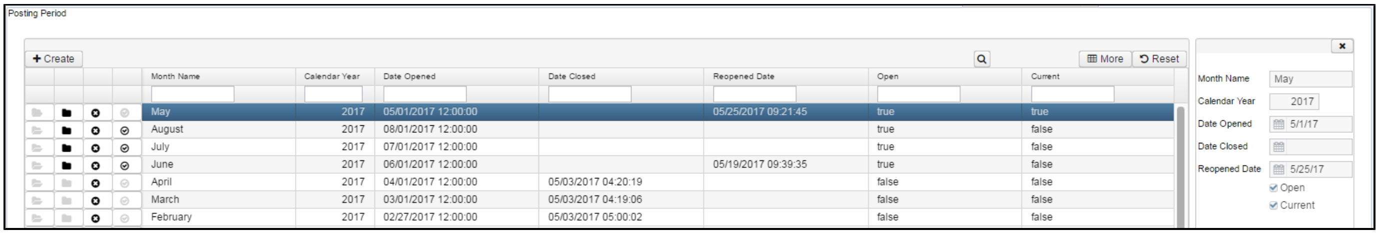




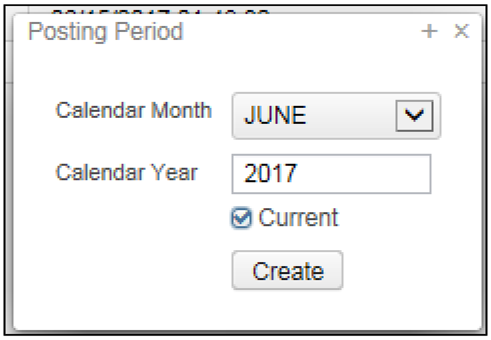
Month Name	Calendar Year	Date Opened	Date Closed	Reopened Date	Open	Current
May	2017	05/01/2017 12:00:00		05/25/2017 09:21:45	true	true
August	2017	08/01/2017 12:00:00			true	false
July	2017	07/01/2017 12:00:00			true	false
June	2017	06/01/2017 12:00:00		05/19/2017 09:39:35	true	false
April	2017	04/01/2017 12:00:00	05/03/2017 04:20:19		false	false
March	2017	03/01/2017 12:00:00	05/03/2017 04:19:06		false	false
February	2017	02/27/2017 12:00:00	05/03/2017 05:00:02		false	false
January	2017	01/30/2017 12:00:00	05/03/2017 05:00:01		false	false
December	2016	12/31/2016 12:00:00	05/03/2017 04:19:06		false	false
November	2016	11/22/2016 12:00:00	05/03/2017 05:00:01		false	false
October	2016	10/25/2016 12:00:00	05/03/2017 05:00:01		false	false
September	2016	09/27/2016 12:00:00	05/03/2017 05:00:01		false	false
August	2016	08/19/2016 12:00:00	05/03/2017 05:00:01		false	false
July	2016	07/28/2016 12:00:00	05/03/2017 05:00:01		false	false
June	2016	06/23/2016 12:00:00	05/03/2017 05:00:01		false	false
May	2016	05/26/2016 12:00:00	05/03/2017 05:00:01		false	false
April	2016	04/27/2016 12:00:00	05/03/2017 05:00:02		false	false
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:



Create Posting Period

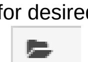


1. From the Admin menu select 'Posting Periods'
2. Click on 
3. Enter in the required information:
4. Check the  box if the user wishes to make this new posting period the current one.
5. Click on  to create the posting period, click on X to not create the posting period and return to the Posting period 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
3. Click on  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 

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

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 functions 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

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

In Progress payrolls:

In 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

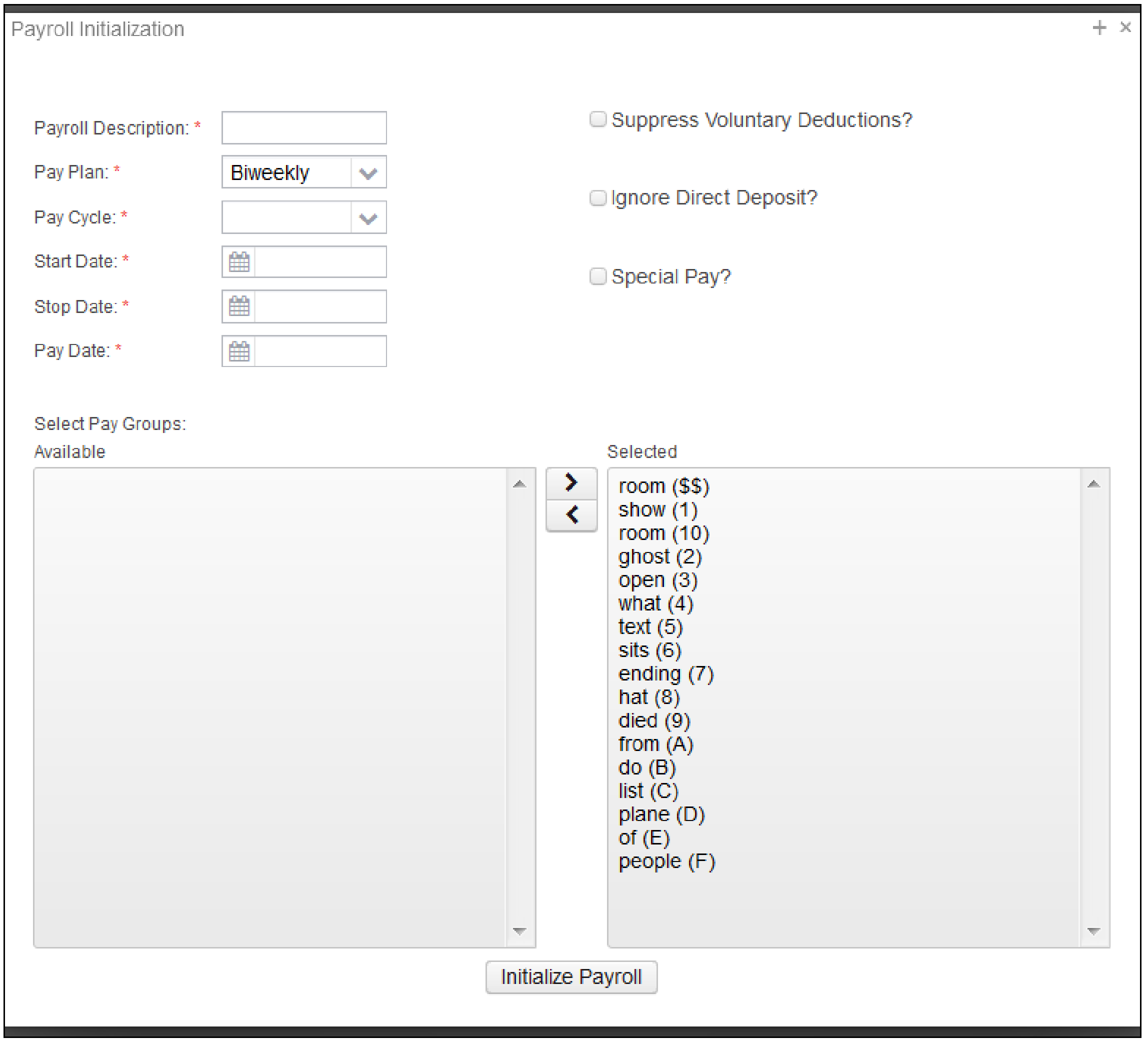
1. To begin a new Payroll Click on the **Initialize New Payroll** button

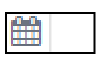
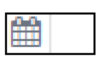
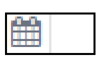
In Progress | Posted

Initialize New Payroll

Status	Description	Pay Date	Pay Plan	Pay Cycle	Suppress Voluntary Deductions	Batch Job Stat...	Payroll De

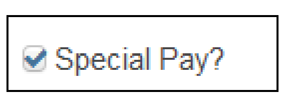
You will see the following screen:



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 **Start Date.**
6. Using the pop up calendar  choose your payroll **Stop Date.**
7. Using the pop up calendar  choose your payroll **Pay Date.**

If you want to **Suppress Voluntary Deductions** in this payroll your will want to check the box 

If you want to **Ignore Direct Deposits** you will check the box 

If this payroll be being ran for a **Special Pay** your will check the box 

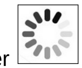
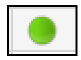
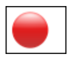
8. The pay groups you want to be included in this payroll need to be in the **Selected** box. To exclude a pay group that you do not want included

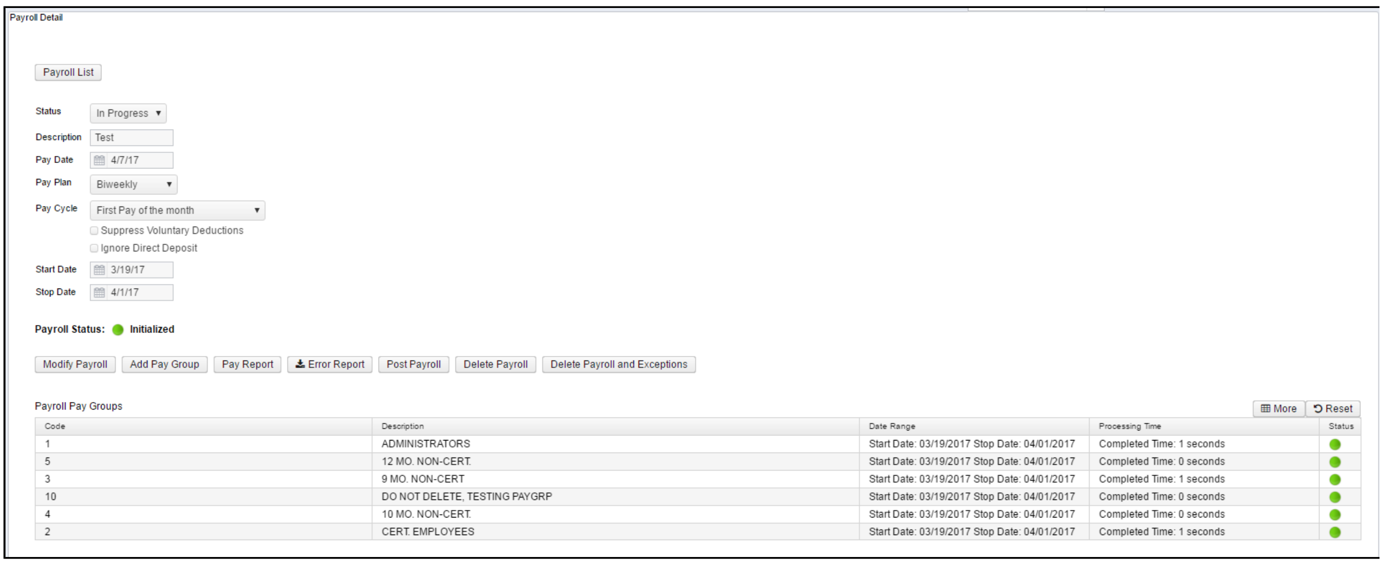
in this payroll click on the pay group and then click the  button to move this pay group to the **Available** box on the left. If there are multiple pay groups that you do not want included on this payroll you can hit the CNTRL key on your keyboard and click on the pay groups you do not want included and then click the  to move all of these pay groups to the **Available** box.

If a pay group needs to be added back to the **Selected** box click that pay group n the Selected box and click the  to move that pay group into the **Selected** box.

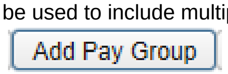
9. You will then click the 

to initialize the payroll.

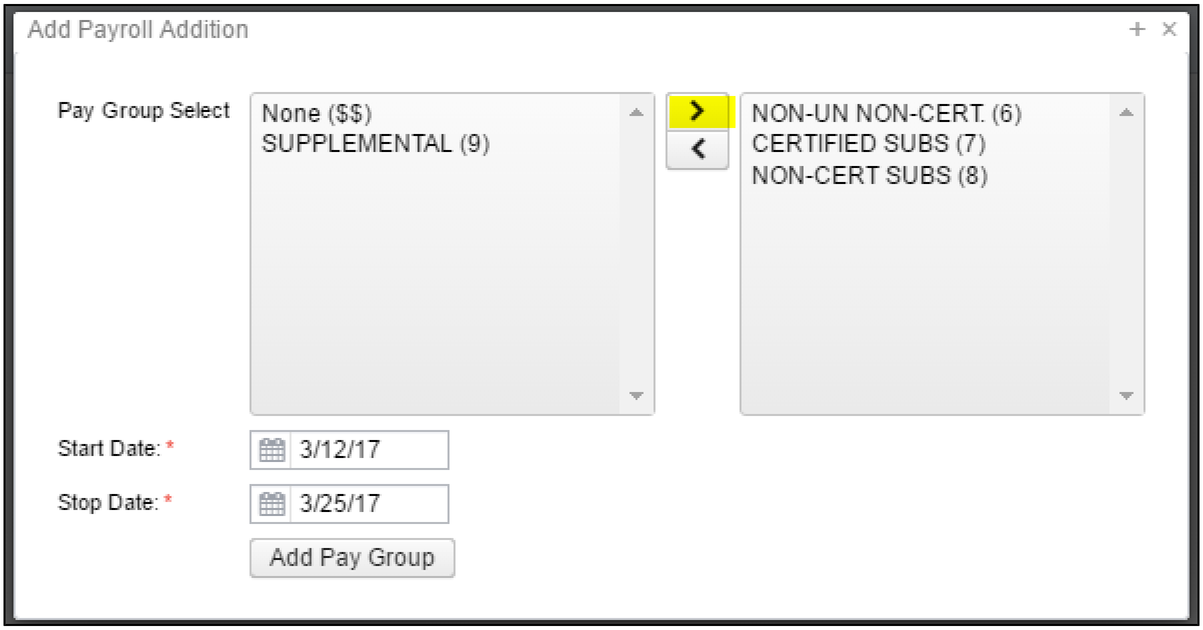
You will then see that the payroll is in progress and there will be a spinner  in the Status field by each pay group that is processing . Once the pay group has processed there should be a **green** indicator button  next to the pay group in the Status field. This indicates the pay group processed successfully. If a **red** **i**ndicator button  is in the Status field this indicates that this pay group failed during processing.



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 dates for groups of employees as long as they all have the same pay date. Select the 

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:

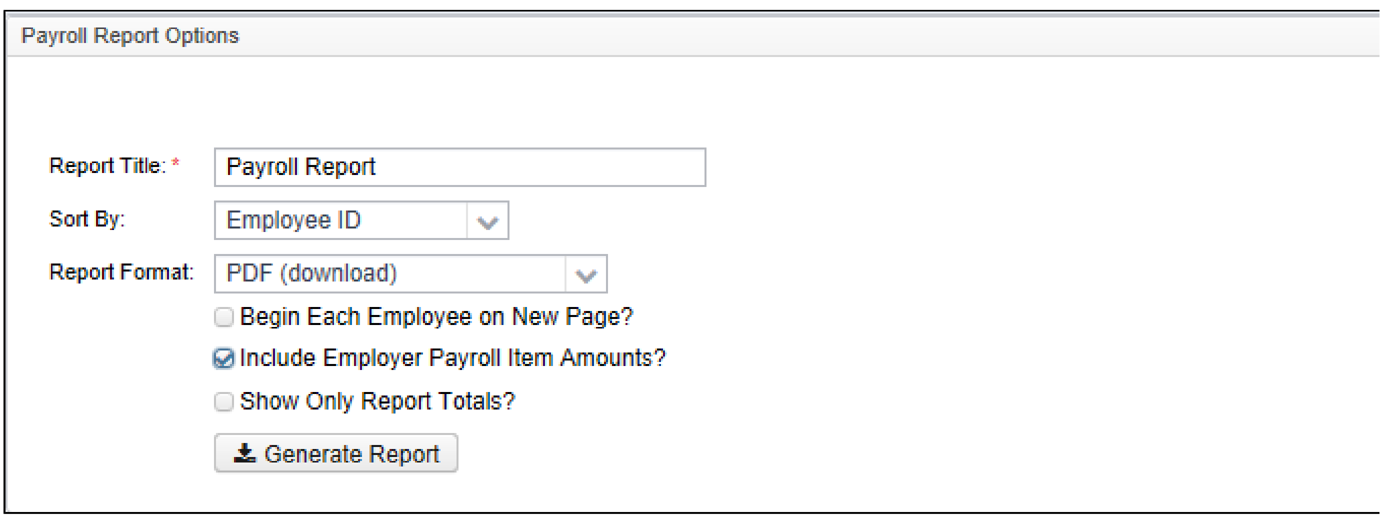


To return to all Payroll's in Progress, click on Payroll List in the top left hand corner. You can then click on the Detail button to return to that specific payroll.

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:



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 will check the box ☑ Begin Each Employee on New Page?

The **Include Employer Payroll Item Amounts** offers the option to print board paid **Payroll Items.** If you want to include board paid payroll items check the box ☑ 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 box ☑ Show Only Report Totals?

Payroll Report Example

3/30/16 6:22 PM

Payroll Report

JUNIT CITY SCHOOLS

Start Date: 3/6/2016

Stop Date: 3/19/2016

Pay Date: 3/25/2016

Pay Cycle: Second Pay of a two pay month

Pay Plan: Biweekly

Description: Test1

Suppress Voluntary Deductions: false

Ignore Direct Deposit: false

Pay Groups With Date Range Selected:

9 MO. NON-CERT (3)	Start: 03/06/2016	Stop: 03/19/2016
SUPPLEMENTAL (9)	Start: 03/06/2016	Stop: 03/19/2016
10 MO. NON-CERT. (4)	Start: 03/06/2016	Stop: 03/19/2016
NON-UN NON-CERT. (6)	Start: 03/06/2016	Stop: 03/19/2016
12 MO. NON-CERT. (5)	Start: 03/06/2016	Stop: 03/19/2016
CERTIFIED SUBS (7)	Start: 03/06/2016	Stop: 03/19/2016
NON-CERT SUBS (8)	Start: 03/06/2016	Stop: 03/19/2016
CERT. EMPLOYEES (2)	Start: 03/06/2016	Stop: 03/19/2016

Report Generated By: admin

Report Sorted By: Employee ID

Employee #: **444444444** **Name:** **KRAMER, KOSMO K** Build/Dept: 002/101 Check Dist:
STRS Days: STRS Hours: 0.00

Pay Records

Position: 1 Pay Group: 2
SCIENCE TEACHER

Type	Description	Units	Rate	Gross
ACC	Accrued Wages - ...		1,659.04	1,659.04

Pay Items

Abbreviation	Employee Amt
FED	194.86
OHIO	37.41
OHIO-ADD	20.00
HOLLY	16.59
STARS	8.30
STRS	
STRSANPK	154.29
HEALTH	26.00

Pay Accounts

Position	Type	Bd	Lv	Fund	Func	Obj	SOC	Subj	OPU	IL	Job	Chg Amt
1	R	Y	Y	200	4141	881	8710	000000	005	00	000	1,659.04

Net: $1,201.59 Total Gross: $1,659.04 Total: $457.45 Total Charged: $1,659.04
Adjusted Gross: $1,504.75 Total Annuities: $154.29

Pay Distributions

DIRDEP Checking $1,201.59

Employee Calculation Messages

Warning	Accrued PayAmount (1659.040) is greater than remaining total accrued wages (642.22).

Employee #: **656565656** **Name:** **EDWARDS, ANTHONY D** Build/Dept: 002/101 Check Dist:
SERS Days: SERS Hours: 0.00

Pay Records

Position: 1 Pay Group: 8
ATHLETIC DIRECTOR

Type	Description	Units	Rate	Gross
ACC	Accrued Wages - ...		1,711.54	1,711.54

Pay Items

Abbreviation	Employee Amt
FED	148.63
OHIO	39.26
STARS	8.56
SERS	
SERSANPK	154.04

Pay Accounts

Position	Type	Bd	Lv	Fund	Func	Obj	SOC	Subj	OPU	IL	Job	Chg Amt
1	R	N	Y	001	2421	113	0000	000000	005	00	000	1,711.54

Net: $1,361.05 Total Gross: $1,711.54 Total: $350.49 Total Charged: $1,711.54
Adjusted Gross: $1,557.50 Total Annuities: $154.04

Pay Distributions

DIRDEP Savings $1,311.05
DIRDEP Savings $50.00

Employee #: **888888888** **Name:** **ALLEN, TIMOTHY M** Build/Dept: 001/101 Check Dist:
STRS Days: STRS Hours: 0.00

Pay Records

Pay Items

Abbreviation	Employee Amt
FED	132.86

Pay Accounts

Position	Type	Bd	Lv	Fund	Func	Obj	SOC	Subj	OPU	IL	Job	Chg Amt
1												

Report Summary

Pay Plan:	Biweekly	Total Employees:	5
Pay Date:	3/25/2016	Total Positions:	5
Total Gross:	$6,916.11	Total Pay Items:	$1,464.66
Total Net:	$5,451.45	Total Annuities:	$531.85
Total Charged:	$6,916.11		
Total Direct Deposits:	$5,451.45		
Total Checks:	$0.00		

Pay Group Totals

Code	Name	Number of Positions	Total Gross
2	CERT. EMPLOYEES	2	$3,260.39
3	9 MO. NON-CERT	1	$1,115.38
4	10 MO. NON-CERT.	1	$828.80
9	SUPPLEMENTAL	1	$1,711.54

Pay Type Totals

Pay Code	Description	Total Gross
ACC	Accrued	$6,916.11

Calculation Message Totals

Type	Number of Messages
Warning	3

Total ODJFS Count: 5

Exit out of your Pay Report then go back to the Payroll/Payroll Processing tab and click on the Detail 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	444444444		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).

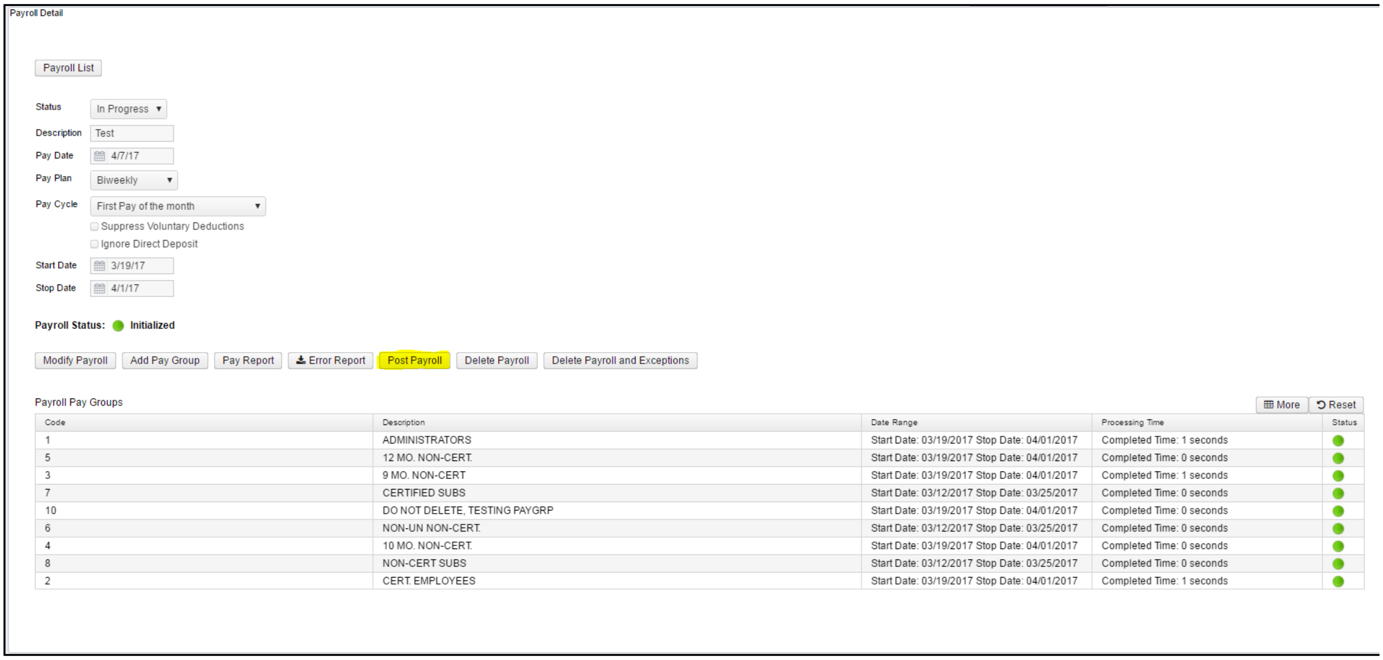
Total Number of Messages

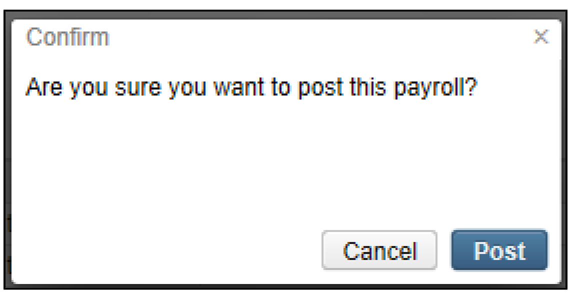
3

Post Payroll

Once payroll is ready to be Posted, click on the 

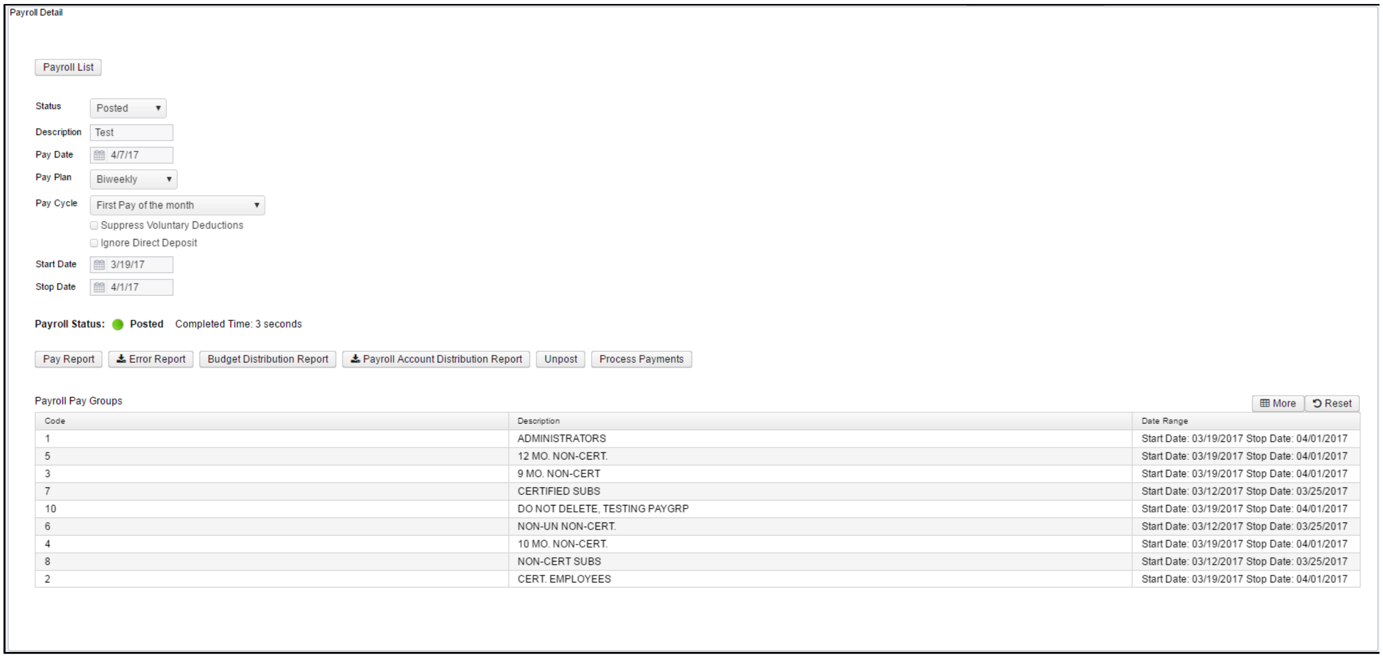
button:





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

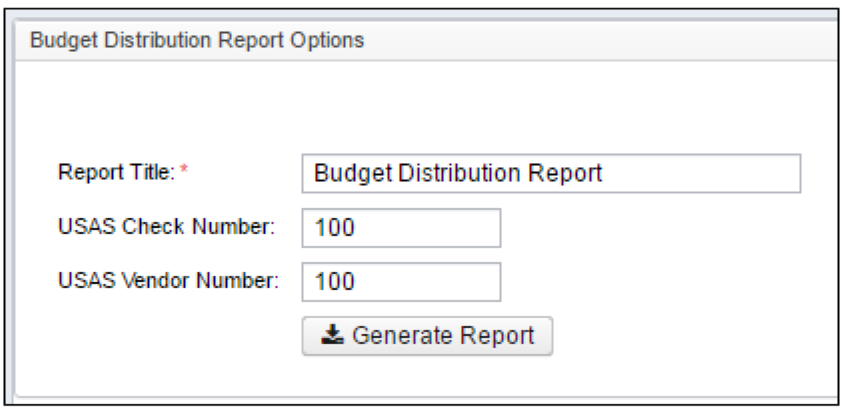
Once selected to Post payroll, the Posting Status at the left hand corner will complete in a few seconds.



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



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	FYTD 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 Summary

Fund Totals

Fund	Total
001	$5,819.09
006	$1,115.38
200	$1,669.04

Budget Account Grand Total: 6

Total All Funds: $8,603.51

*** Use the following information to type a warrant check for this pay period. ***

Check Number: 100

Check Pay Date: 3/3/2017

Vendor Number: 100

Total Amount: $8,603.51

Treasurer's Certificate

It is hereby certified that the amount ($) required to meet the contract, agreement, obligation, payment or expenditure for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the treasury or in process or collection to the credit of the ________________ fund free from any obligation or certification now outstanding.

____________________________ Date ___________ ____________________________ Dated ___________

PURCHASING AGENT TREASURER, BOARD OF EDUCATION

*** THIS ORDER IS VOID UNLESS TREASURER CERTIFICATE IS SIGNED ***

Payroll Account Distribution Detail Report

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	Job	Employee #	Job #	Employee Name	Gross Expended
001	512	0000	2411	000000	004	00	000	555555554	1	CONNERY, SEAN S.	697.69
								888888889	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	888888889	1	BROCKOVICH, ERIN H.	10.00
										BUDGET SUBTOTAL:	**10.00**
200	891	9710	4141	000000	005	00	000	444444444	1	KRAMER, KOSMO K.	1,659.04
										BUDGET SUBTOTAL:	**1,659.04**

1 of 2

Report Summary

Fund Totals

Fund	Total
001	$5,819.09
006	$1,115.38
200	$1,669.04

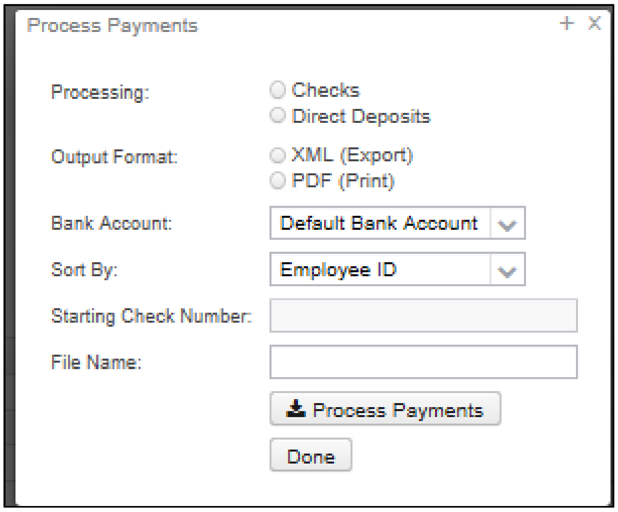
Total All Funds: $8,603.51

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:

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:



Select the **Processing** of the Payments:

- **Checks**
- **Direct Deposits**

Output Format:

- **XML (Export)**
- **PDF (Print)**

Bank Account:

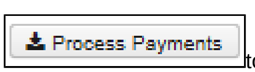
- **Default Bank Account**

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.

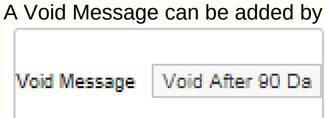
The **File Name** will automatically fill in according to what **Process** and **Output Format** has been selected:

- **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.

A Void Message can be added by going to ADMIN/CONFIGURATION option and selecting 'Check Void Message Configuration'



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>2006-04-20T00:00:00-04:00</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
      <payrollItemTotal>100.24</payrollItemTotal>
```


Checks.pdf Example:

05/19/2017

101

Six Hundred Sixty-Six Dollars and 33/100 Cents

666.33

McKee, Mary ann H.
991 Mccaslin Crescent
Lanier, OH 73124

ANON104 9 Mary ann Harley McKee 05/13/2017

TEST	7.000	350.00	Federal Tax	24.92	Ohio State Tax	11.27
Accrued Wages	0.000	84.72	City Tax	11.07	Annuity	28.65
Regular Wages	8.000	331.95	*Annuity	257.85	*Regular	44.00
			*Regular	9.75	Regular	6.60
			Medicare Tax	10.70	*Medicare Tax	10.70
			OSDI Tax	7.13		
		709.37				
		21,320.96				

0.000/1450.000 0.000/0.000

0.000/8.000 8/222 /173

*BOARD AMOUNT
CK. #101

100.34
666.33

M 1 1

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:

** NOTIFICATION OF DIRECT DEPOSIT **

Poulan (Demo) Schools
582 Greenhouse Trail
Eldorado, Ohio 22736

DATE
05/19/2017

PAYROLL ACCOUNT

PAY TO
THE ORDER OF

NET PAY
$0.00

Mary ann Harley McKee
991 Mccaslin Crescent
Lanier, OH 73124

THE FOLLOWING AMOUNTS HAVE BEEN DEPOSITED TO YOUR ACCOUNTS:

INSTITUTION	ACCOUNT	AMOUNT
6364426	7516220646	0.00

ID	JBN	EMPLOYEE NAME	DISTR	END DATE	DEP #

NAME	PAY UNITS	AMOUNT	CURRENT DEDUCTIONS NAME	AMOUNT	NAME	AMOUNT
			*Annuity	257.85	*Regular	44.00
			*Regular	9.75		

ADJUSTED GROSS -28.65
GROSS Y-T-D 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

TOTAL DED. 0.00
CK. # 1000023
NET PAY 0.00

EX FED
EX ST

Warning Messages

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

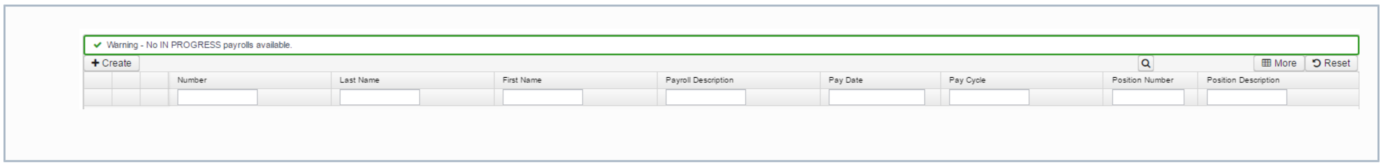
Payroll Processing Video

Payroll Payments-Current

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**.**

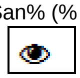
A Warning will be issued if no current payroll is IN PROGRESS:

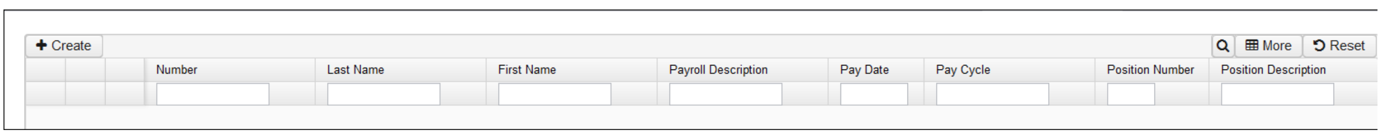


View Payroll Payments Current Entry

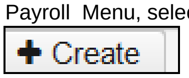
If additional columns on the grid are needed this can be done by create by clicking on the 

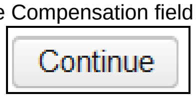
button in the upper right hand corner of the grid and check marking the column header name(s0 you want included on the grid. The order of the columns can be changed by simply dragging them to the desired location.

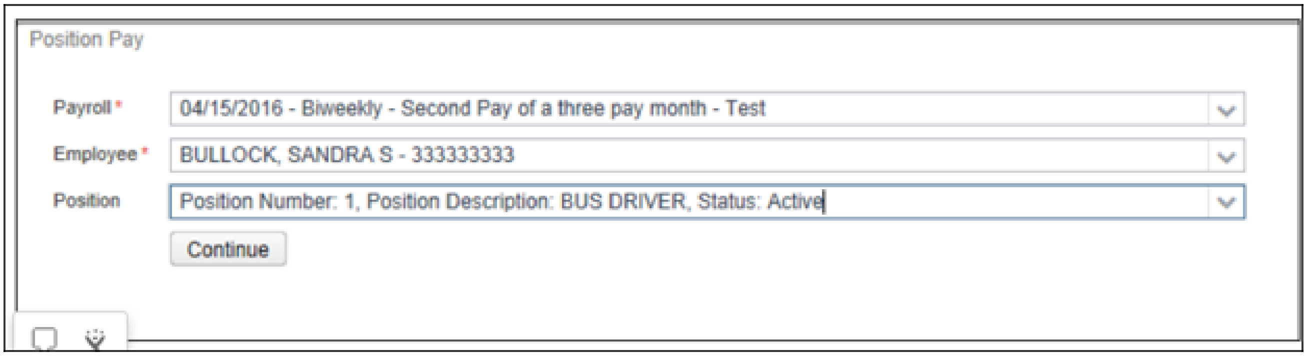
The Payroll Payments-Current grid allows the user to search for existing records. You can either enter in the Number or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you are wanting to view or edit. Example - First Name 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 desired Payroll Payments-Current record.



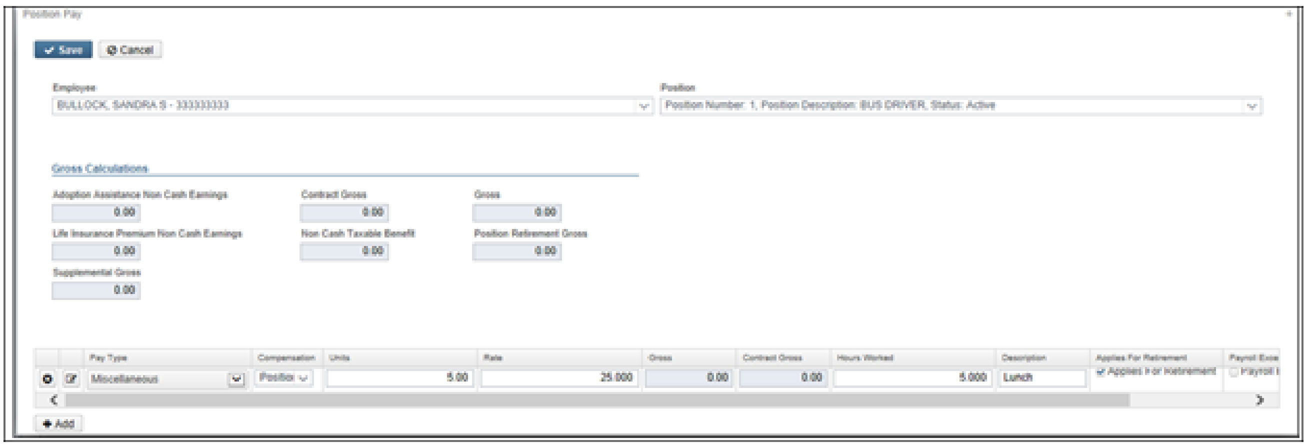
Create a Payroll Payments-Current Entry

1. From the Payroll Menu, select 'Payroll Payment-Current' option
2. Click on 

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.
6. Click 



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:



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.

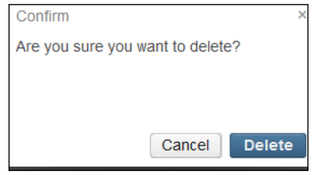
14. Enter in the **Hours Worked.** This field is important for retirement reporting as well as Affordable Care Act reporting purposes.

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 next to the **Applies for Retirement** 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 the box next to **Supplemental**.

18. Once data is added for the employee, click on Save If you do not want to add this record click on Cancel

Once the posting has been Saved if this posting needs to be deleted click on the button at the top left of the screen and then click the next to the entry. You will be prompted asking if you are sure you want to delete this entry 

if you click Delete the entry will be removed.

Once the posting has been Saved but needs to be Modified, click on the  button at the top left of the screen and then click the  next to the entry. You can then make your changes and click 

to save the changes made to the record.

Payroll Payments-Current Video

Payroll Payments-Future

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.

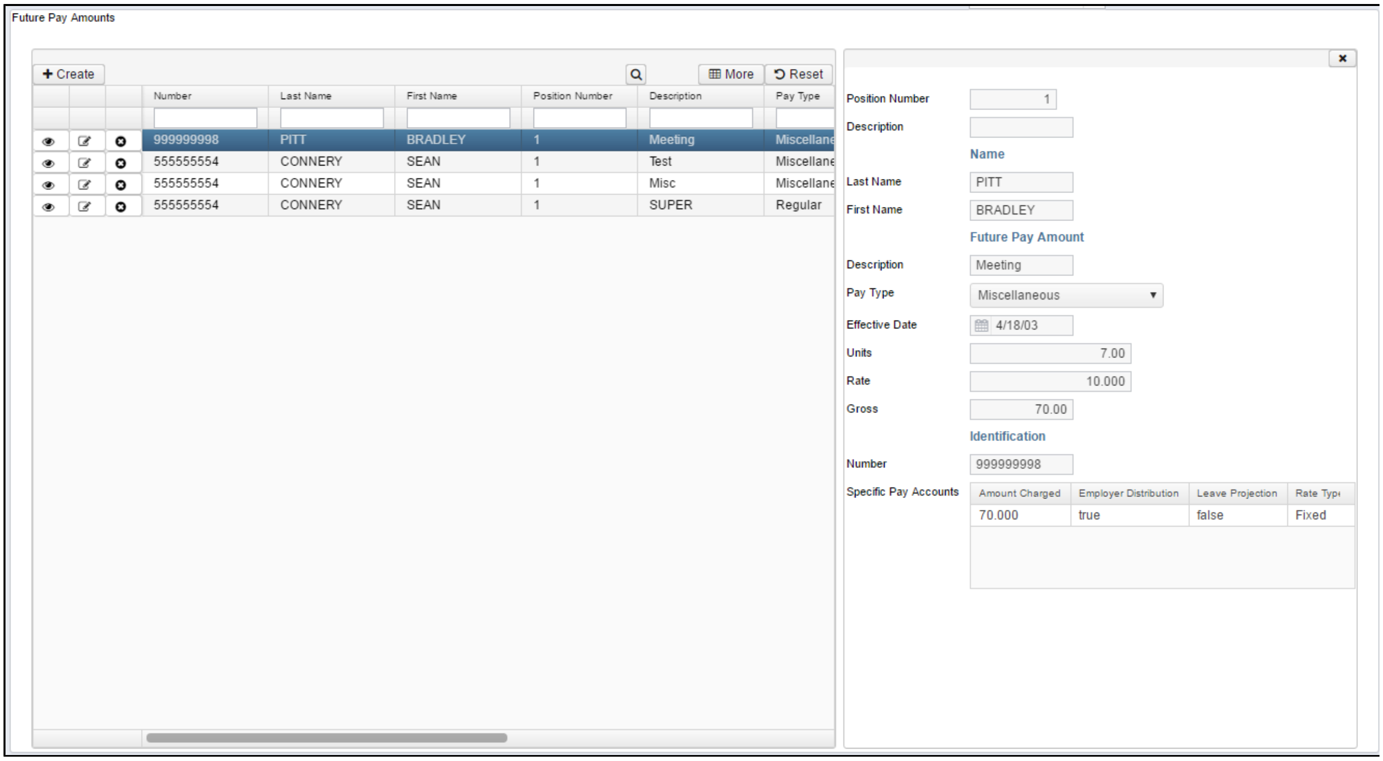
Future Pay Amounts

+ Create | More | Reset

			Number	Last Name	First Name	Position Number	Description	Pay Type	Effective Date	Units	Rate	Gross
			555555554	CONNERY	SEAN	1	Misc	Miscellaneous		10.00	45.000	450.
			555555554	CONNERY	SEAN	1	SUPER	Regular		2.00	303.846	607.
			555555554	CONNERY	SEAN	1	Test	Miscellaneous		2.00	45.000	90.
			999999998	PITT	BRADLEY	1	Meeting	Miscellaneous	04/18/2003	7.00	10.000	70.

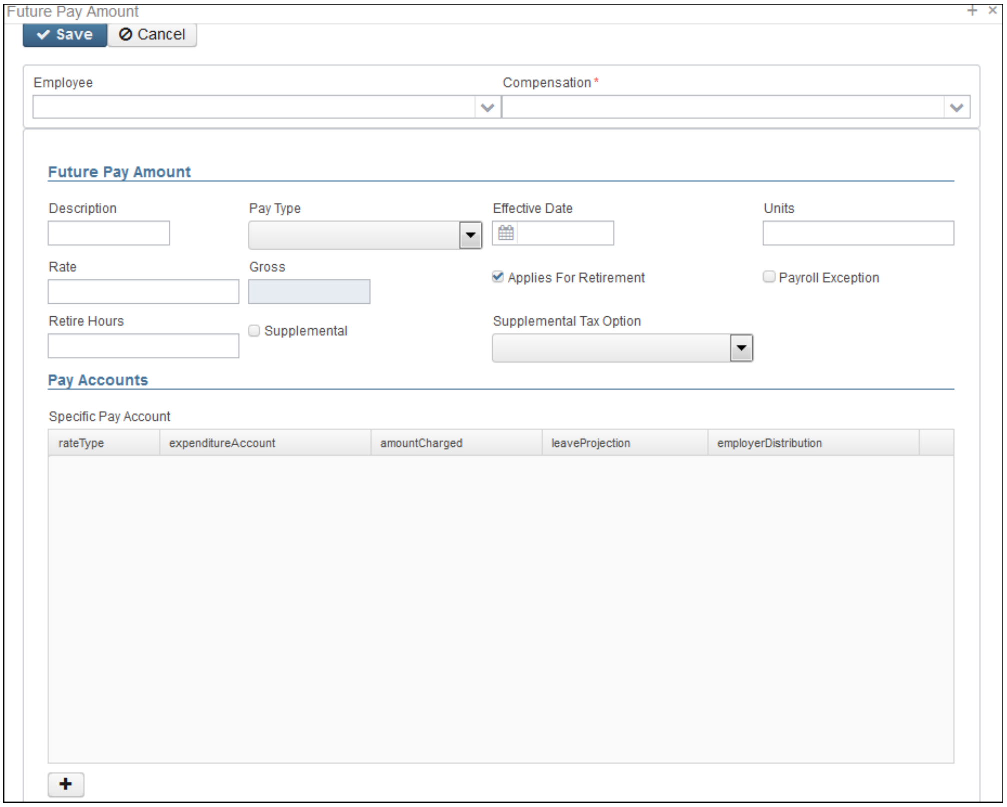
Highlight Viewer

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



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.
5. Click **Continue**
6. You will then need to enter in the desired pay information by clicking on in the **Add** button in the bottom left hand corner:



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.
13. Does this payment count toward retirement? If so check the corresponding box next to the **Applies for Retirement** field. If this payment does not count toward retirement uncheck the corresponding box next to the **Applies for Retirement** field.
14. Enter in the **Retire Hours.** This field is important for retirement 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 next to **Supplemental** if it is not to be taxed as a supplemental payment uncheck the corresponding box next to **Supplemental**.
16. Choose the **Supplemental Tax Option** from the drop down box.

    If a Specific Pay Account is to be used for this payment click the in the lower left hand box
    a. Choose the **Rate Type** from the drop down box specifying if this is a Fixed or Percent .
    b. Choose from the drop down box which **Expenditure Account** is to be used.
    c. Enter in either a percentage or fixed amount to charge to this account in the **Amount Charged** 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 next to **Leave Projection.** If **Leave Projection** i s not to be used to charge this account, uncheck the corresponding box next to **Leave Projection**.

    e. Is this an **Employer Distribution Account.** If benefits are to be charged to this account check the corresponding box . If benefits are not to be charged to this account uncheck the corresponding box next to the **Employer Distribution Accoun**t field.
17. The trash can icon can be used to remove an account from the Specific Pay Account field.

18. Once data is added for the employee, click on **Save** If you do not want to add this record click on **Cancel**

    Once the posting has been Saved but needs to be Modified, click on the button at the top left of the screen and then click the next to the entry. You can then make your changes and click **Save** to save the changes made to the record.

Payroll Payments-Future Video

Processing

Processing menu contains Outstanding Payables

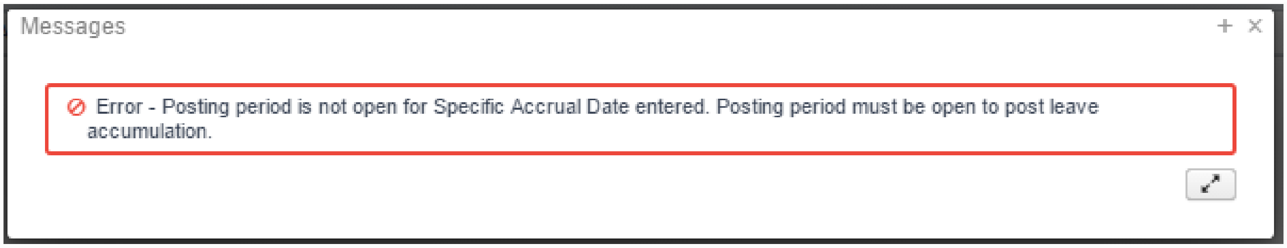
Benefit Update and Projection

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:



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.

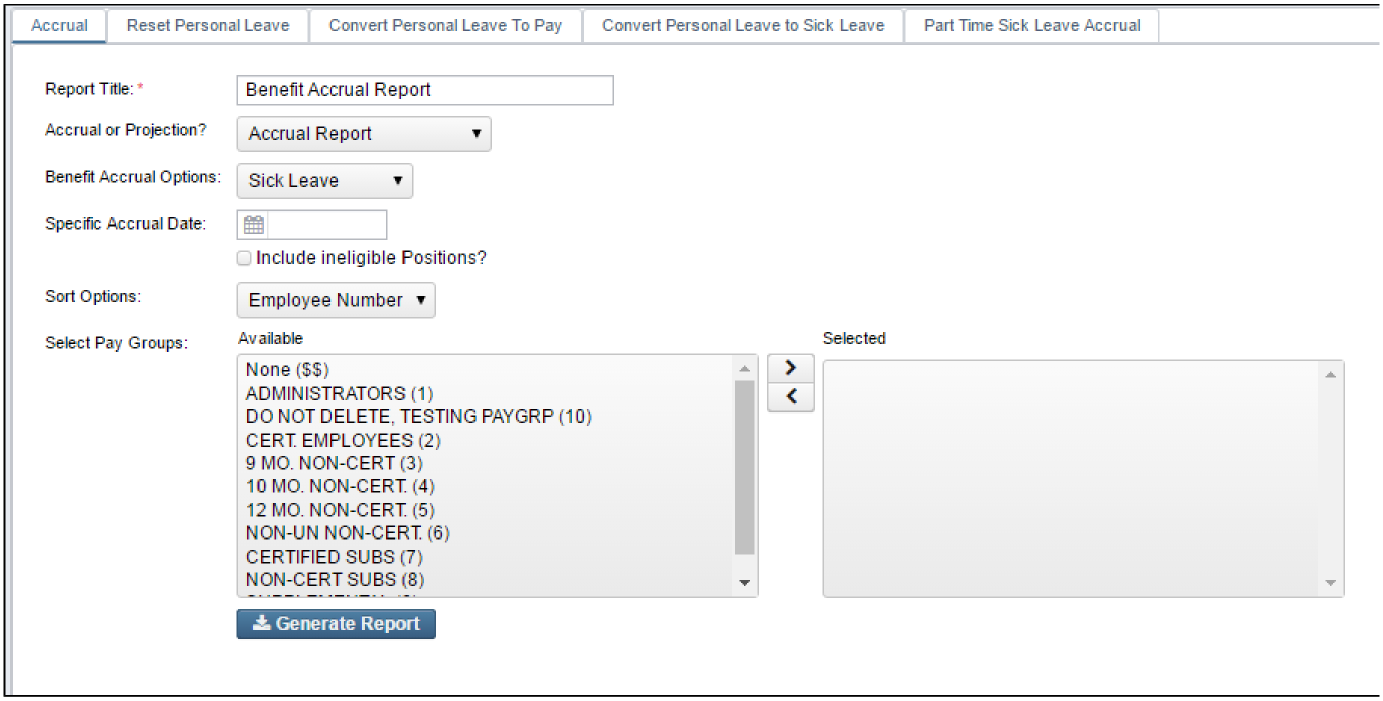
Accruing or resetting leave will be reflected on the employees' CORE/LEAVES record. Accumulation (AC) records will automatically be added for employees in CORE/ATTENDANCE.

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



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.

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

sample reports

Benefit Accrual Report

11/2/16 8:56 AM

Benefit Accrual Report

JUNIT CITY SCHOOLS

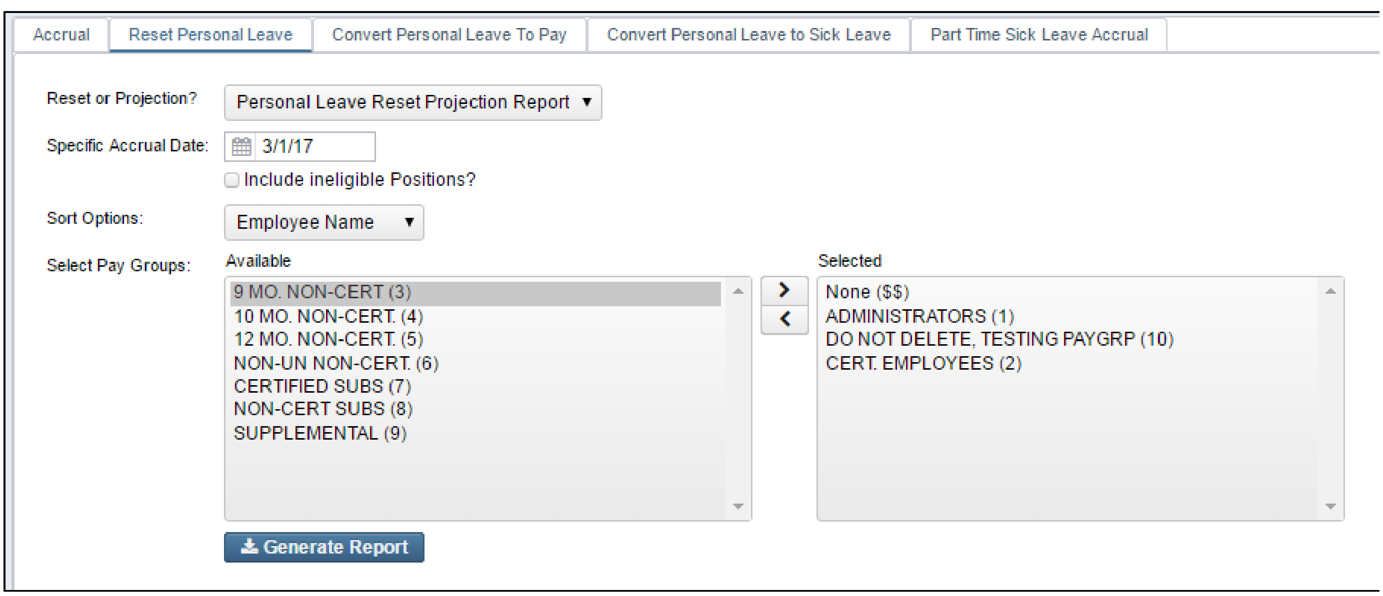
Accrual Report
Sick Leave
Sorted by Employee Name

Employee Name	Number	Appt Type	Vacation Prev Bal	Vacation Accum	Vacation New Bal	Sick Prev Bal	Sick Accum	Sick New Bal	Personal Prev Bal	Personal Accum	Personal New Bal
ALAN E GREENSPAN	777777777	Classified				1.25	1.25	2.50			
ANTHONY D EDWARDS	656565656	Classified				16.25	1.25	17.50			
BUGS E BUNNY	555555555	Classified				-1.00	1.25	0.25			
ERIN H BROCKOVICH	888888889	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 OLIVER	OLI000020	Classified				15.00	1.25	16.25			
JULIA M CHILDS	888888989	Classified				46.00	1.25	47.25			
KOSMO K KRAMER	444444444	Certificated				16.25	1.25	17.50			
Michael DiCesare	DIC000010	Classified				0.00	1.25	1.25			
SANDRA S BULLOCK	333333333	Classified				3.75	1.25	5.00			
SEAN S CONNERY	555555554	Certificated				159.00	50.00	209.00			
TEST1 JUNIT1	848484848	Classified				0.00	1.25	1.25			
TIMOTHY M ALLEN	888888888	Certificated				-0.75	1.25	0.50			

1 of 2

(#) Employee has reached the maximum for one of the benefits.

Reset Personal Leave Option



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

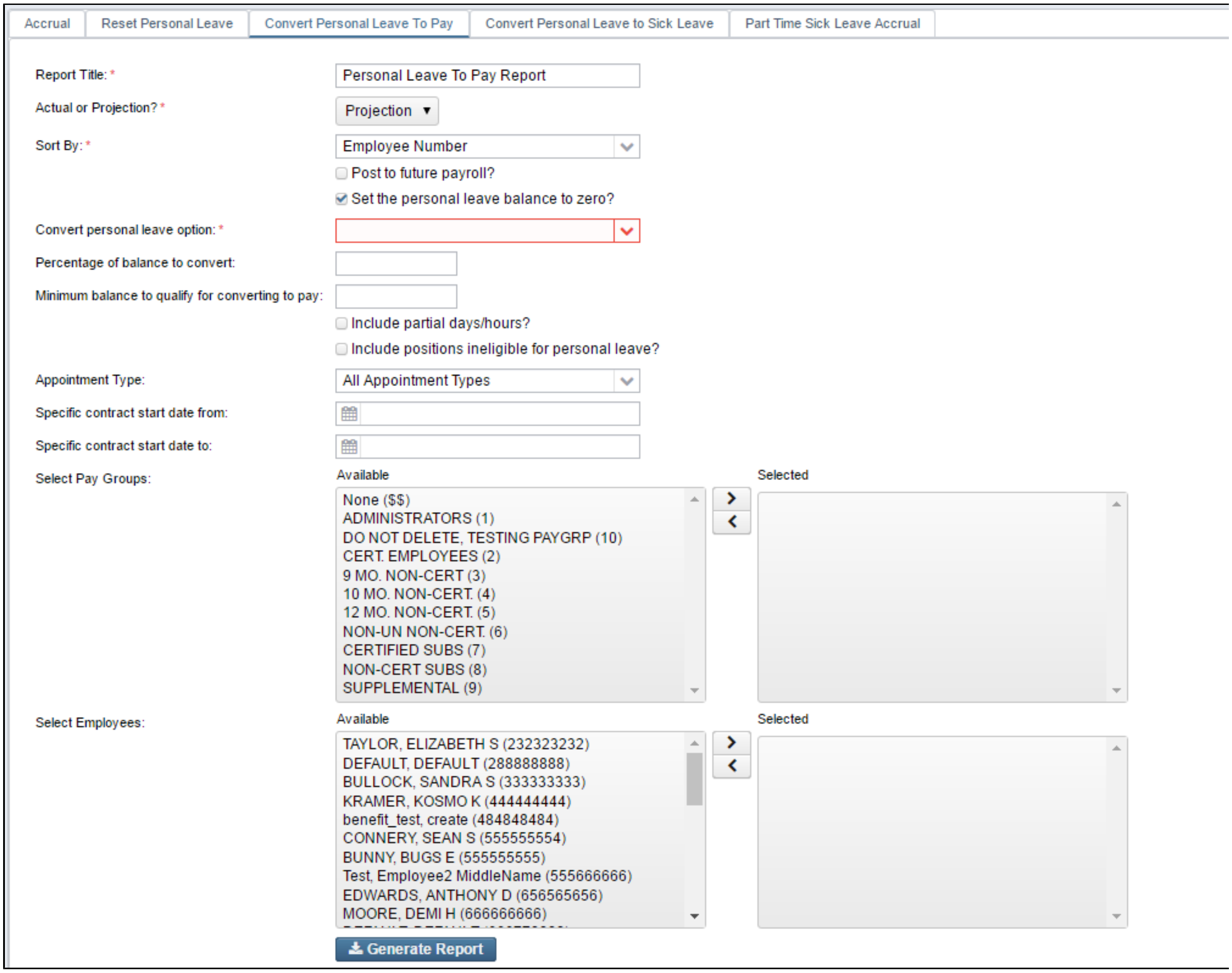
Personal Leave Reset Report
Sorted by Employee Number

Employee Name	Number	Prev Bal	New Bal
JOHN Q PUBLIC	111111122	2.50	3.00
SANDRA S BULLOCK	333333333	2.50	3.00
KOSMO K KRAMER	444444444	3.00	3.00
IMPORT TEMPLATE	484848888	0.00	0.00
SEAN S CONNERY	555555554	5.00	75.00
BUGS E BUNNY	555555555	0.00	3.00
ANTHONY D EDWARDS	666666666	3.00	3.00
ALAN E GREENSPAN	777777777	0.00	3.00
TEST1 JUNIT1(#)	848484848	0.00	0.00
TIMOTHY M ALLEN	888888888	0.00	3.00
ERIN H BROCKOVICH	888888889	3.00	3.00
JULIA M CHILDS	888888989	0.00	3.00
GLENN A. CLOSE(#)	878787878	3.00	0.00
Michael DiCesare(#)	DIC000010	0.00	0.00
JOSHUA JOHN OLIVER(#)	OLI000020	4.00	0.00

1 of 2

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

Convert Personal Leave To Pay Option



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:

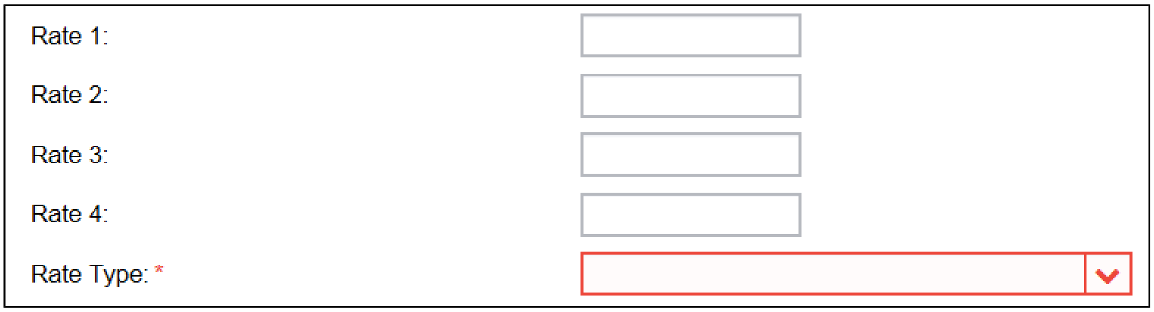
- Check to Include in Future payroll
- Leave unchecked if to Exclude from Future Payroll

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:**



    - 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  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.

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

Convert Unused Personal Leave To Pay Report

7/19/16 1:37 PM

Convert Unused Personal Leave To Pay Report

JUNIT CITY SCHOOLS

Report Generated By: admin
Sorted By: Employee Number
Actual Run: false
Post payments to Future Payroll: true
Set personal leave balance to zero: true
Convert personal leave option: PositionRate
Include partial days/hours: true
Include positions ineligible for personal leave: false
Appointment type: All Appointment Types
Pay Group: $$
Pay Group: 1
Pay Group: 10
Pay Group: 9
Pay Group: 2
Pay Group: 3
Pay Group: 4
Pay Group: 5
Pay Group: 6
Pay Group: 7
Pay Group: 8

Employee Name	Number	Appt Type	Pay Group	Build/Dept	Check Dist	Previous Balance	New Balance	Payment
JOHN Q PUBLIC	111111122	Classified	3	003105		3.00	0.00	122.28
SANDRA S BULLOCK	333333333	Classified	3	003105		3.00	0.00	159.52
KOSMO K KRAMER	444444444	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	$$	001JMD		3.00	0.00	980.70
ANTHONY D EDWARDS	656565656	Classified	9	002101		3.00	0.00	717.74
ALAN E GREENSPAN	777777777	Classified	1	007102		3.00	0.00	535.71
TIMOTHY M ALLEN	888888888	Certificated	2	001101		3.00	0.00	671.53
ERIN H BROCKOVICH	888888889	Classified	4	002103		3.00	0.00	310.80
JULIA M CHILDS	888888989	Classified	3	006106		3.00	0.00	470.27
JOSHUA JOHN OLIVER	OLI000020	Classified	$$		TEST	4.00	4.00	0.00

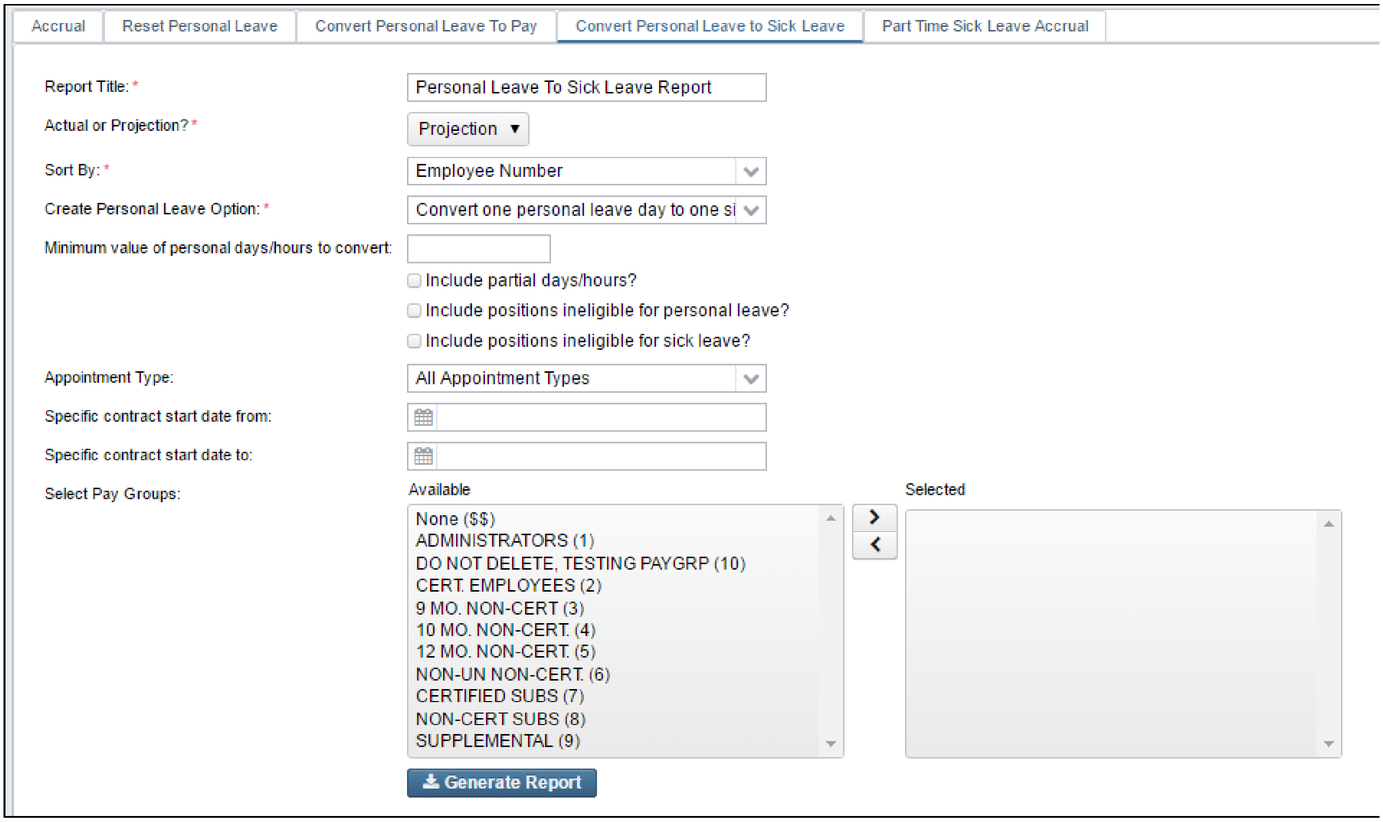
****No hourly/daily rate found for this employee****

1 of 2

Report Summary

Employees:	**11**
Previous Personal Balance:	**106.000**
New Personal Balance:	**4.000**
Payments:	**$7,498.19**

Convert Personal Leave to Sick Leave Option



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 **Repo rt 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:

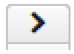
- Check to include jobs ineligible for personal leave
- Leave unchecked to exclude jobs ineligible for personal leave

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.

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	444444444	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	888888889	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

Report Summary

Employees:	**6**
Previous Personal Balance:	**21.000**
New Personal Balance:	**0.00**
Previous Sick Balance:	**405.600**
New Sick Balance:	**426.600**

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

Employee Name	Number	Appt Type	Pay Group	Build/Dept	Check Dist	Personal Previous Balance	Personal New Balance	Sick Previous Balance	Sick New Balance

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

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 Balance	Personal New Balance	Sick Previous Balance	Sick New Balance

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	221.50
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

Report Summary

Employees:	**67**
Previous Personal Balance:	**198.000**
New Personal Balance:	**0.00**
Previous Sick Balance:	**9048.440**
New Sick Balance:	**9154.440**

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 convert the remainder of the personal leave days 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

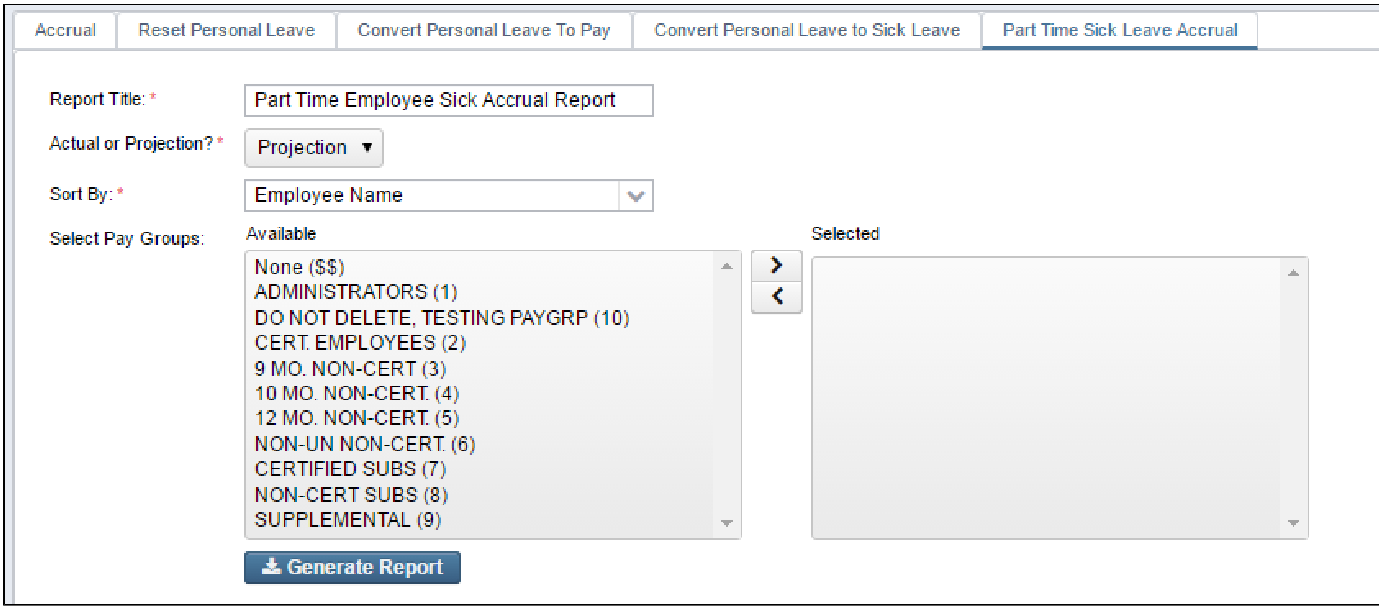
Employee Name	Number	Appt Type	Pay Group	Build/Dept	Check Dist	Personal Previous Balance	Personal New Balance	Sick Previous Balance	Sick New Balance

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	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

Report Summary

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



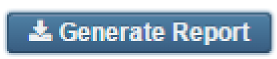
The '**Part Time Sick Leave Accrual Report'** is the default file name for the Accrual report. This can be changed by entering a new file name in the **Report Title** field.

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 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 

sample reports

Part Time Sick Leave Accrual Report

3/8/17 1:50 PM

Part Time Employee Sick Accrual Report

JUNIT CITY SCHOOLS

Report 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
Pay Group: 9

Number	Employee Name	Old Service Hours	New Service Hours	Old Sick Balance	New Sick Balance	Sick Time Accrued	Sick Hours Applied	Sick Hours Remaining
555555554	CONNERY, SEAN S.	150.00	70.00	159.00	163.50	4.50	80.00	70.00
656565656	EDWARDS, ANTHONY D.	200.00	40.00	16.25	25.25	9.00	160.00	40.00
444444444	KRAMER, KOSMO K.	100.00	20.00	16.25	20.75	4.50	80.00	20.00

1 of 1

New Contracts

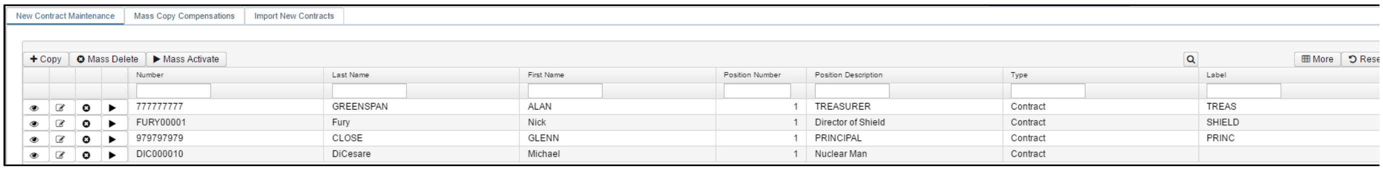
The New Contracts program is designed to calculate and update new contract information for employees. Features of the program include:

- 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:

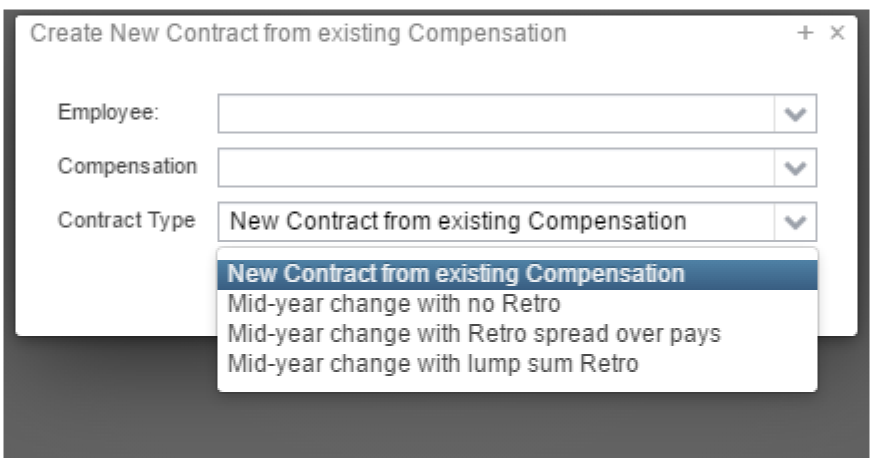


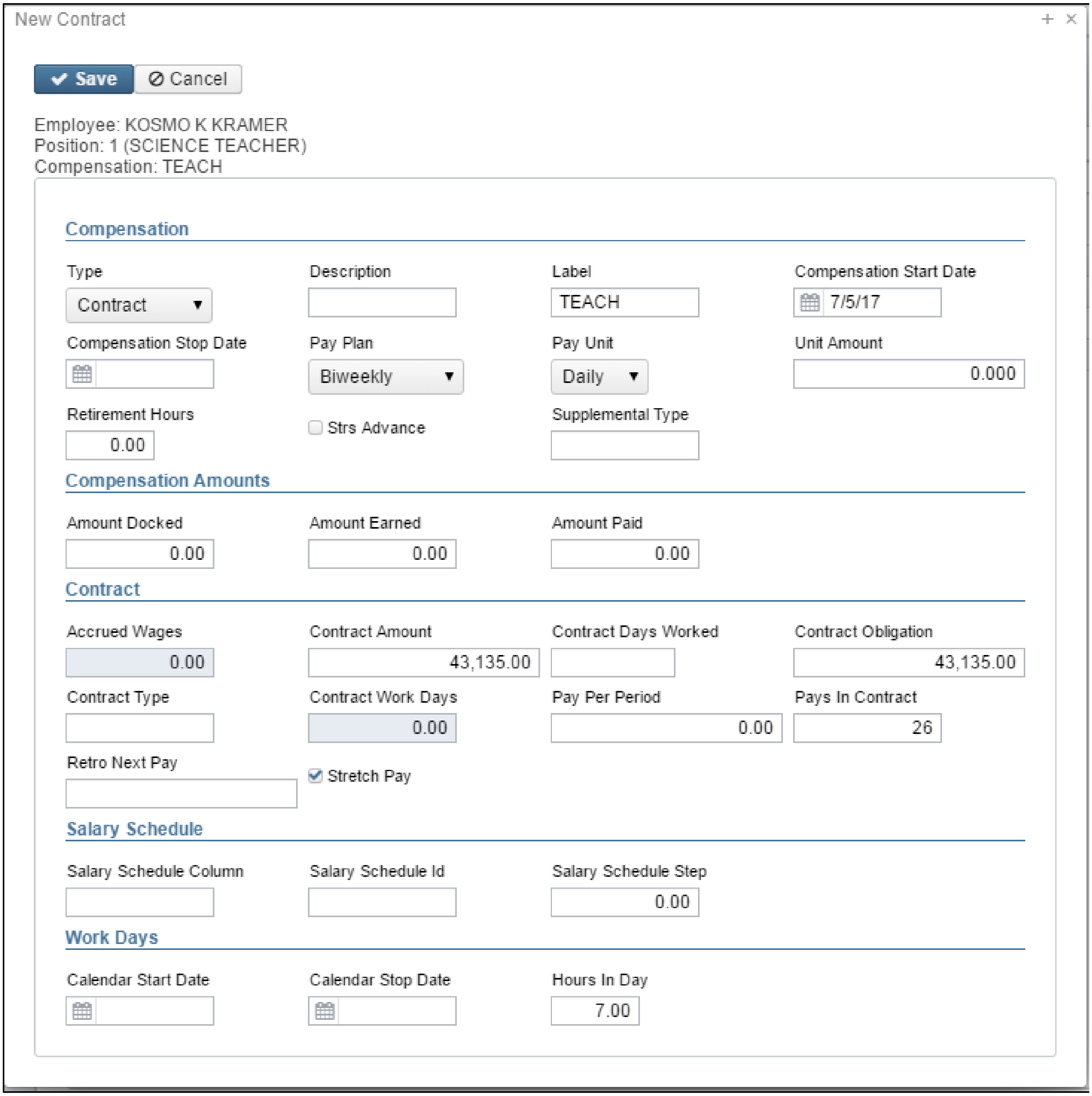
You can view, edit, delete or activate one or more contracts.

Copy

The following four contract processing options are available in the Copy/New Contract Maintenance option..

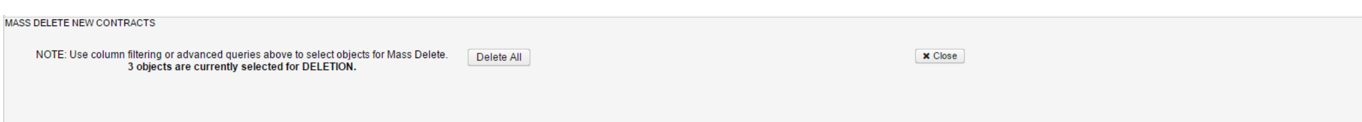
- New contract built from existing contract information
- Mid-year contract change with no retroactive payment
- Mid-year contract change with a retroactive payment spread over the remaining pays
- Mid-year contract change with a lump sum retroactive payment





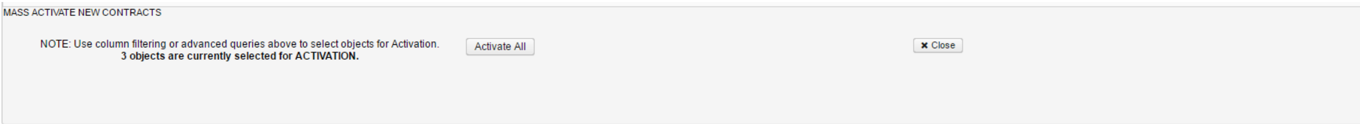
Mass Delete

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:

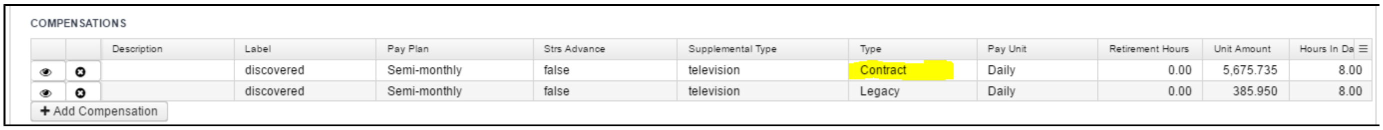


Mass Activate

This option activates the new contract information into the Compensation and Payroll Account records, then deletes it from the New Contract maintenance file:



The Old and New Contracts will show under the employees Compensation:



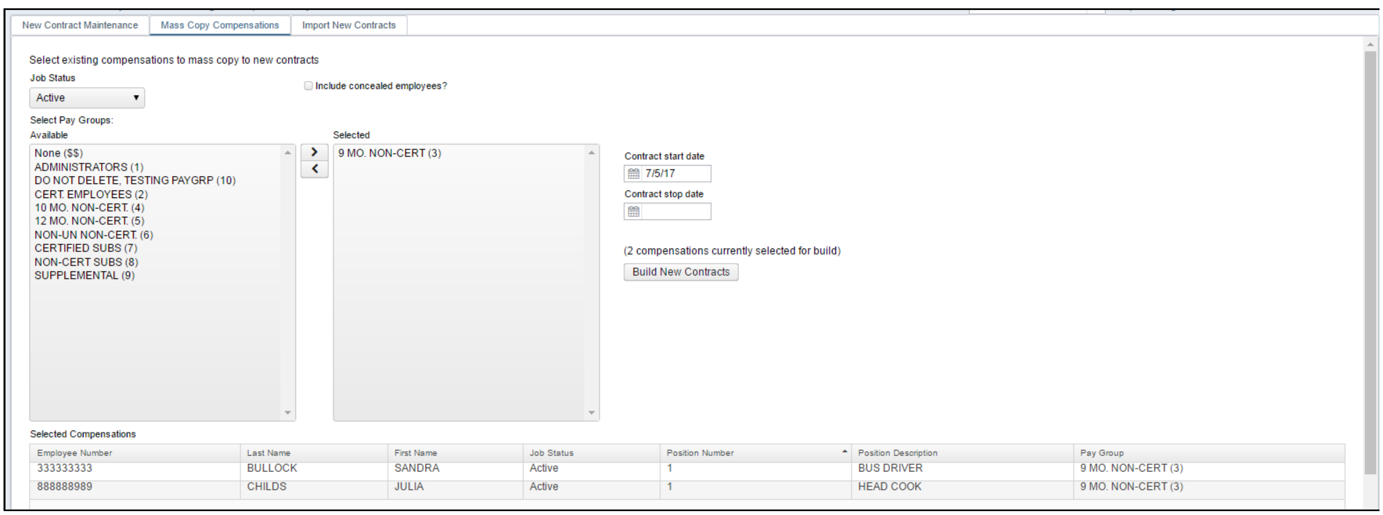
Mass Copy Compensations

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:

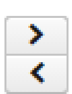
- Unit Amount
- Amount Paid
- Amount Docked
- Amount Earned
- Accrued Wages
- Contract Days Worked
- Contract Work Days
- Retro Next Pay

The total number of compensations added will be displayed in the processing window and a list of the employees selected upon program completion.



The **Job Status** field indicates whether the compensation is:

- Active
- Inactive
- Active and Inactive

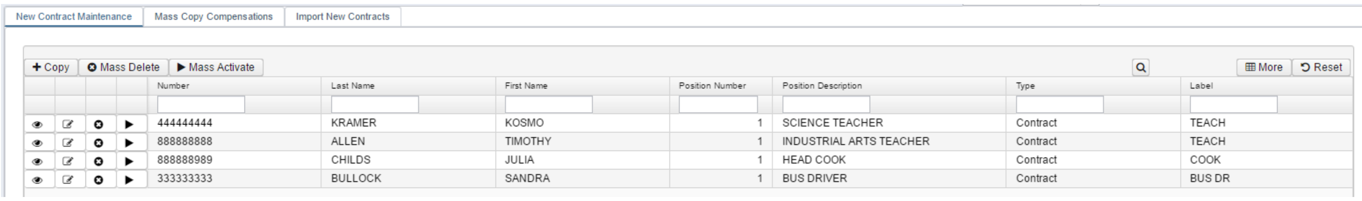
Select Pay Groups options using the  to select **Available** Pay Groups to **Selected** Pay Groups.

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.

Click on 

to build the new contracts for the employees.

The New Contracts will then show in the **New Contract Maintenance** option:



Number	Last Name	First Name	Position Number	Position Description	Type	Label
444444444	KRAMER	KOSMO	1	SCIENCE TEACHER	Contract	TEACH
888888888	ALLEN	TIMOTHY	1	INDUSTRIAL ARTS TEACHER	Contract	TEACH
888888989	CHILDS	JULIA	1	HEAD COOK	Contract	COOK
333333333	BULLOCK	SANDRA	1	BUS DRIVER	Contract	BUS DR

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.

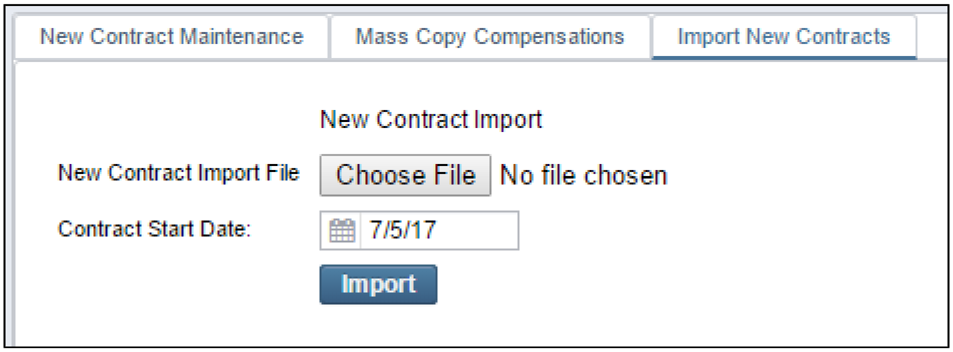
There are three required fields: EMPLOYEE_ID, JOB_NO, and CONTRACT_TYPE. The remainder of the data is optional and will be dependent upon the contract type being imported. For example, if importing a mid-year contract change with retro-spread, the days since raise should also be included in the import file. Information not specified in the fields for the spreadsheet will be pulled in from the existing Compensation.

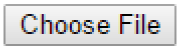
The following is a list of valid import field and valid values:

- 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:



Click on 

to search for **New Contract Import File**

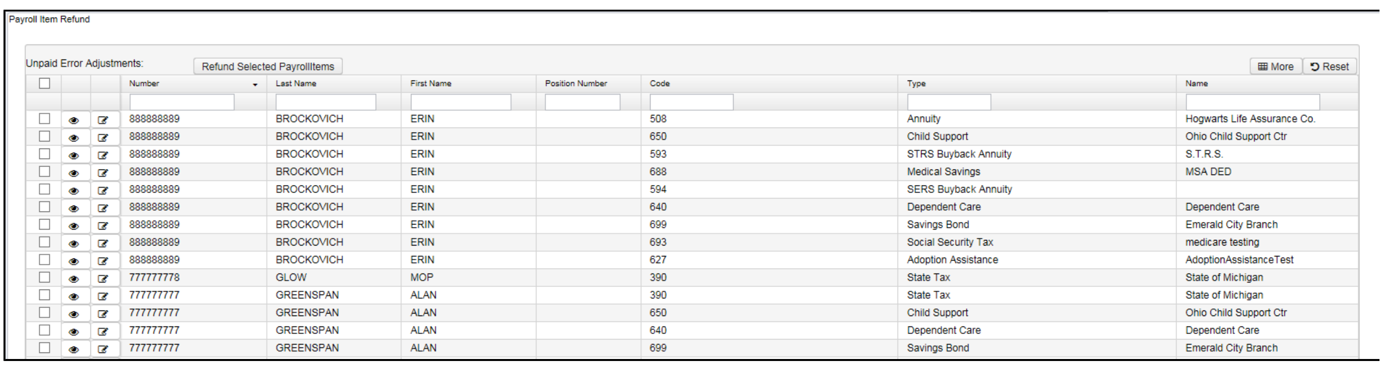
Enter a default contract start date in the **Contract start date** field. This date will be used if a contract start date is not provided in the import file.

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.

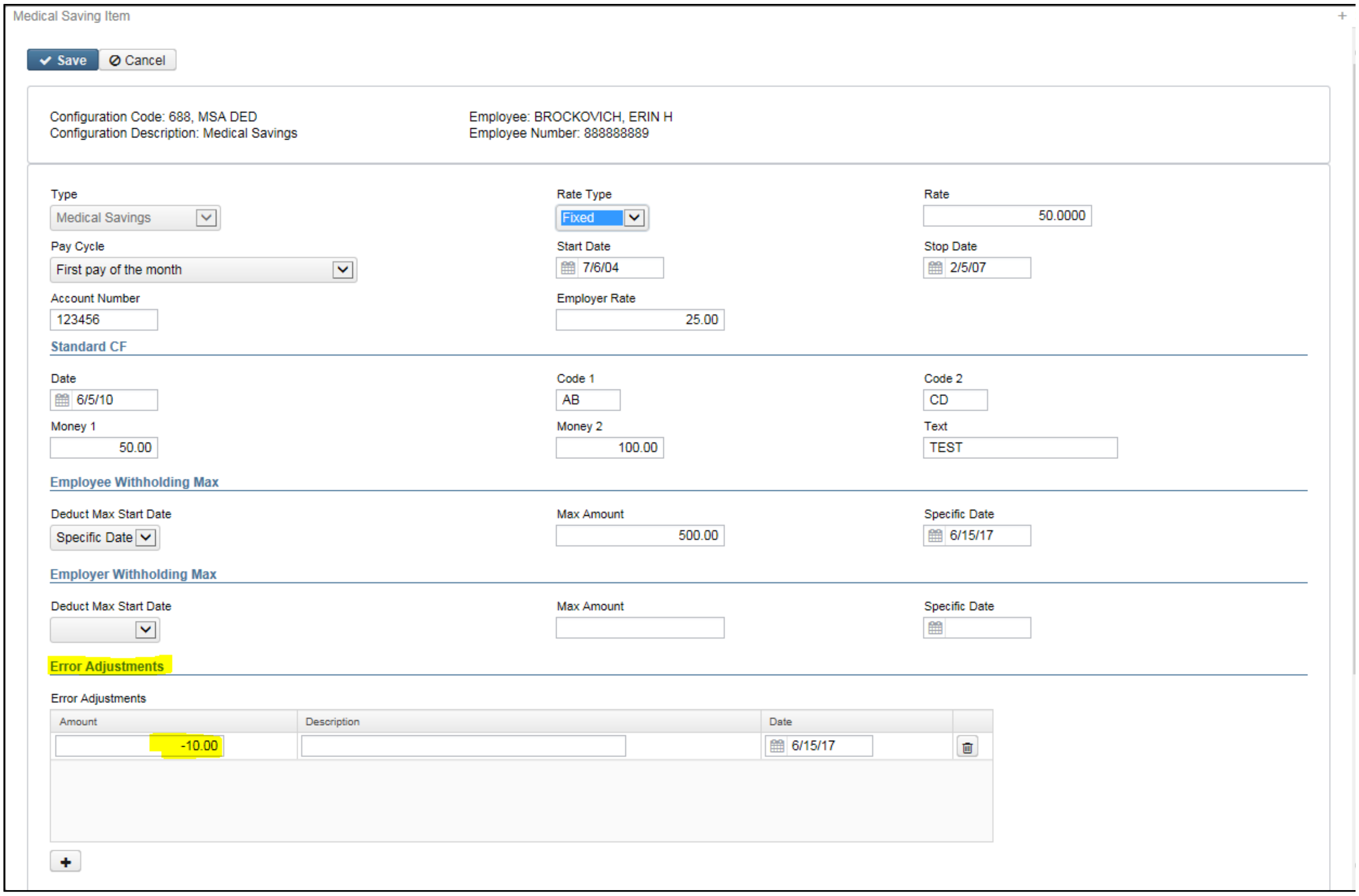


Payroll Item Refund

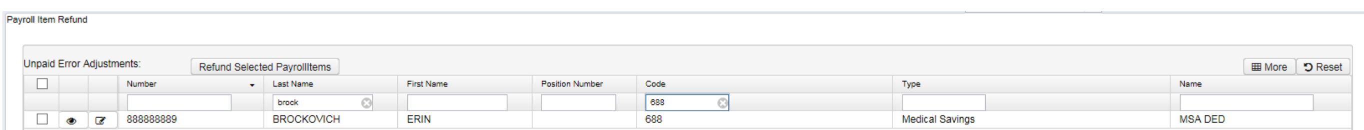
Unpaid Error Adjustments: Refund Selected PayrollItems More Reset

Number	Last Name	First Name	Position Number	Code	Type	Name
888888889	BROCKOVICH	ERIN		508	Annuity	Hogwarts Life Assurance Co.
888888889	BROCKOVICH	ERIN		650	Child Support	Ohio Child Support Ctr
888888889	BROCKOVICH	ERIN		593	STRS Buyback Annuity	S.T.R.S.
888888889	BROCKOVICH	ERIN		688	Medical Savings	MSA DED
888888889	BROCKOVICH	ERIN		594	SERS Buyback Annuity	
888888889	BROCKOVICH	ERIN		640	Dependent Care	Dependent Care
888888889	BROCKOVICH	ERIN		699	Savings Bond	Emerald City Branch
888888889	BROCKOVICH	ERIN		693	Social Security Tax	medicare testing
888888889	BROCKOVICH	ERIN		627	Adoption Assistance	AdoptionAssistanceTest
777777778	GLOW	MOP		390	State Tax	State of Michigan
777777777	GREENSPAN	ALAN		390	State Tax	State of Michigan
777777777	GREENSPAN	ALAN		650	Child Support	Ohio Child Support Ctr
777777777	GREENSPAN	ALAN		640	Dependent Care	Dependent Care
777777777	GREENSPAN	ALAN		699	Savings Bond	Emerald City Branch

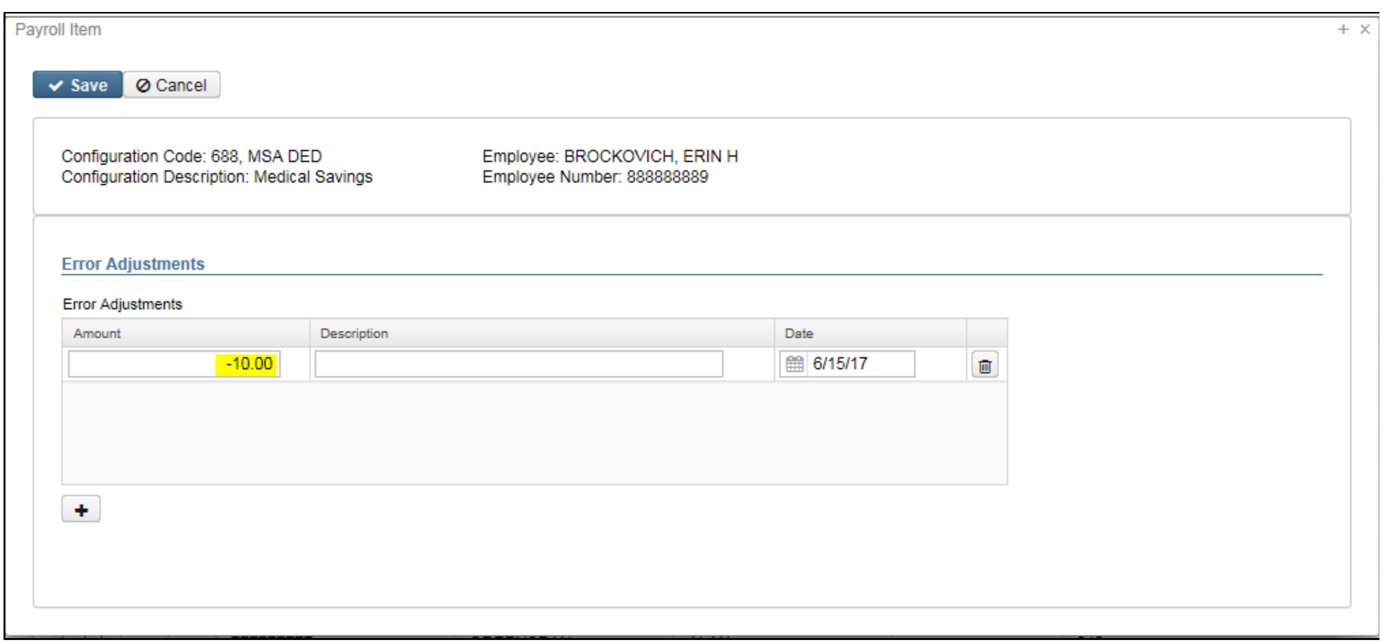
To refund an employee, the amount must be set up in the employee's **Payroll Item Error Adjustments** field as a negative amount. If having to deduct more money from the employee, the amount will need to be a positive.

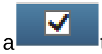


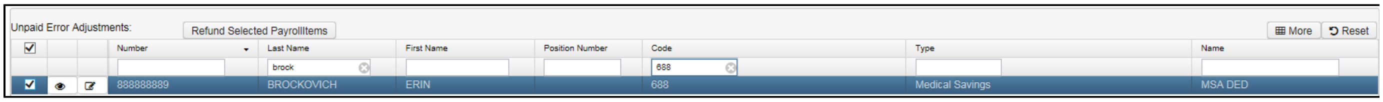
Once the amount is entered, go to **Processing/Payroll Item Refund**



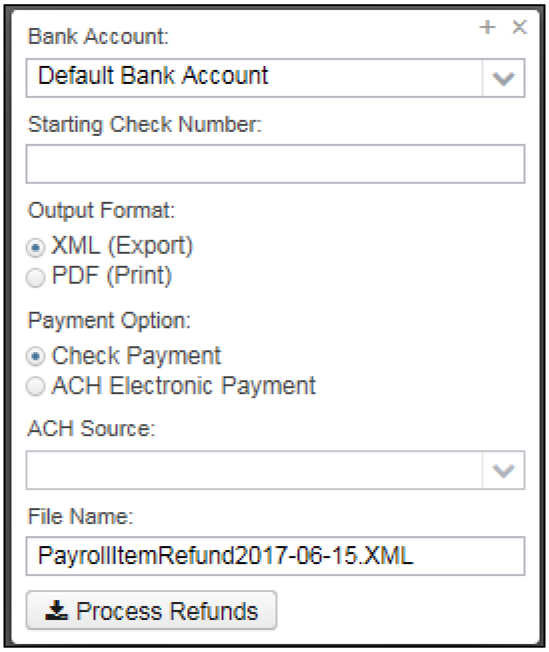
Click on 'View' to view the Payroll Item to be refunded or 'Edit' to update the record

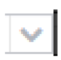


Select the employee to be refunded by enter a  the box.



Then click on  :



Bank Account: Can use the  to select Bank Account for processing

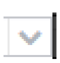
Starting Check Number: Leave blank to automatically increment highest current number

Output Format: XML (Export)

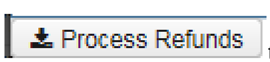
PDF (Print)

Payment Option: Check Payment

ACH Electronic Payment

ACH Source: Use the  to select ACH source for processing

File Name: A File Name will be automatically entered 'PayrollItemRefund2017/06/15.XML' or this can be modified by the users.

Once all has been selected, click on  to process the output file for printing

Example .XML Check Payment:

<?xml version="1.0"?>

-<CompleteRefunds>

-<CompletePaymentTransactions>

-<checkPaymentDetail>

<number>10274</number>

<organizationName>JUNIT CITY SCHOOLS</organizationName>

<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>

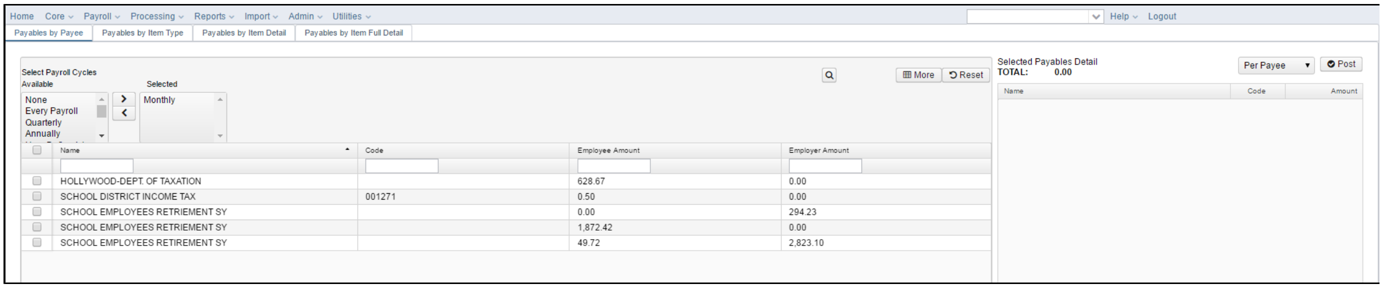
</CompletePaymentTransactions>

</CompleteRefunds>

Example of a PDF Check Payment:

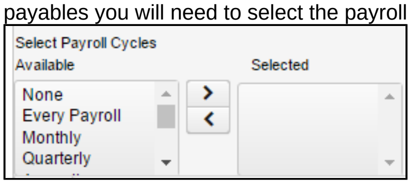
Process Outstanding Payables

The Processing-Process Outstanding Payables option lists all Unpaid Payables from prior payrolls.



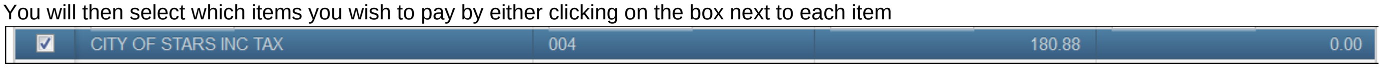
Payables by Payee

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



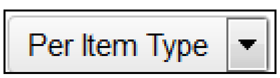
Options available are None, Every Payroll, Monthly, Quarterly, Annually, User defined 1, User defined 2, User defined 3, User defined 4, User defined 5, User defined 6, User defined 7, User defined 8, and User defined 9.

You will then select which items you wish to pay by either clicking on the box next to each item

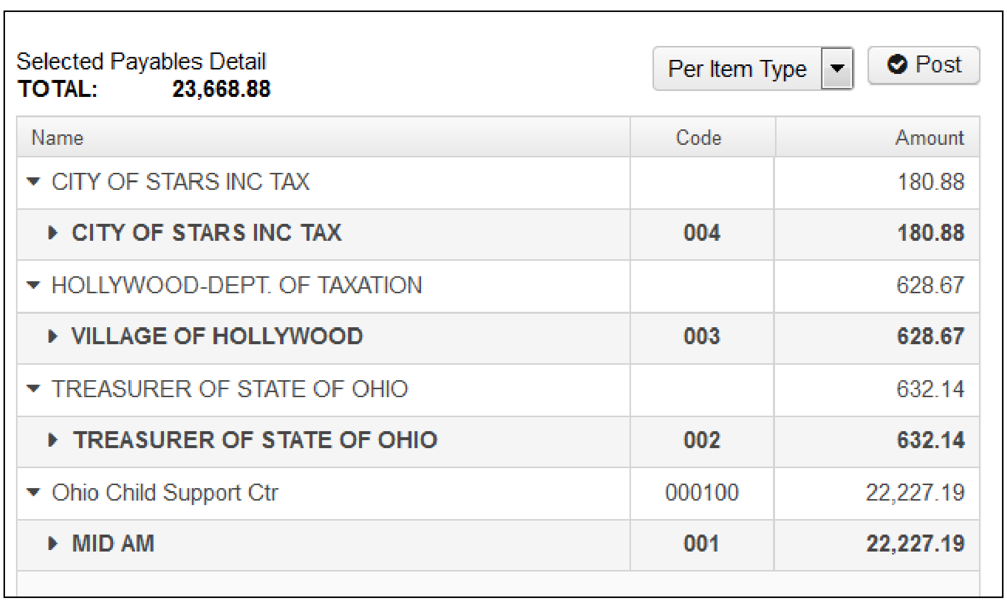


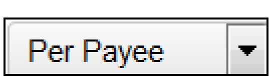
or if all items are to be paid you can click the box next to the Name field and all items will be checked automatically.

Your selected items to be paid will now appear on the Selected Payables Detail area.

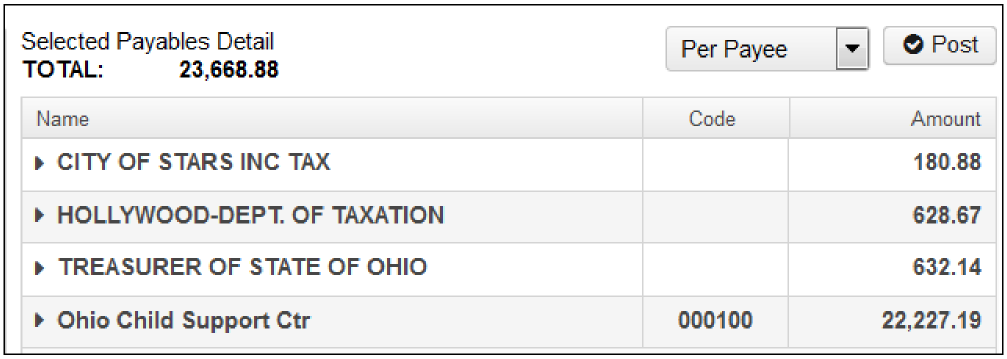
You can choose from the drop down 

if you want a separate payment for each payroll item type (ignoring the grouping by the same payee).



or choose from the drop down 

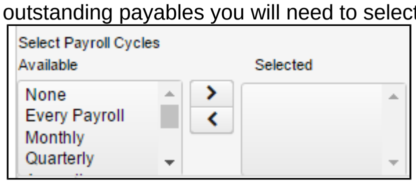
if you want a payment generated based on the same payee, (all payroll items with the same payee will be paid with one payment)



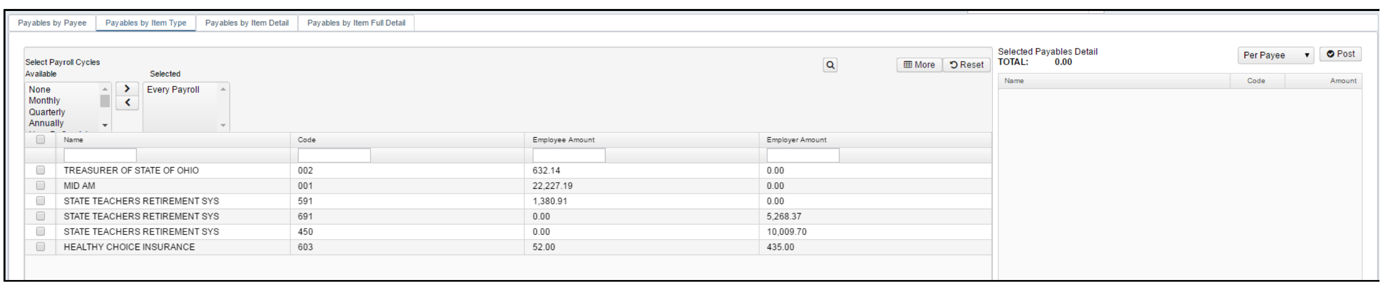
The 

button creates the payments and saves them in the database. There is no print file produced yet.

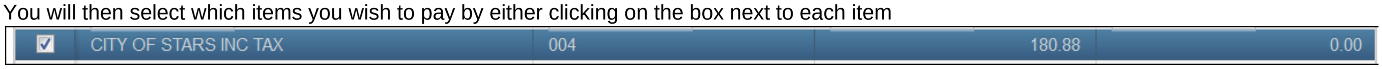
Payables by Item Type

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 wanting to pay from the drop down box under Select Payroll Cycle 

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.

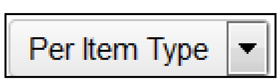


You will then select which items you wish to pay by either clicking on the box next to each item



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.

Your selected items to be paid will now appear on the Selected Payables Detail area.

You can choose from the drop down 

if you want a separate payment for each payroll item type (ignoring the grouping by the same payee).

Selected Payables Detail

TOTAL: 23,668.88

Per Item Type ▾ | 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**
▾ Ohio Child Support Ctr	000100	22,227.19
▸ **MID AM**	**001**	**22,227.19**

or choose from the drop down Per Payee ▾ 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

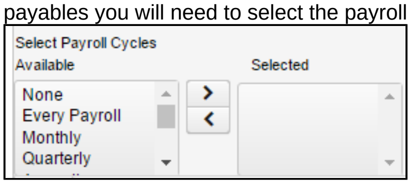
Per Payee ▾ | Post

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**

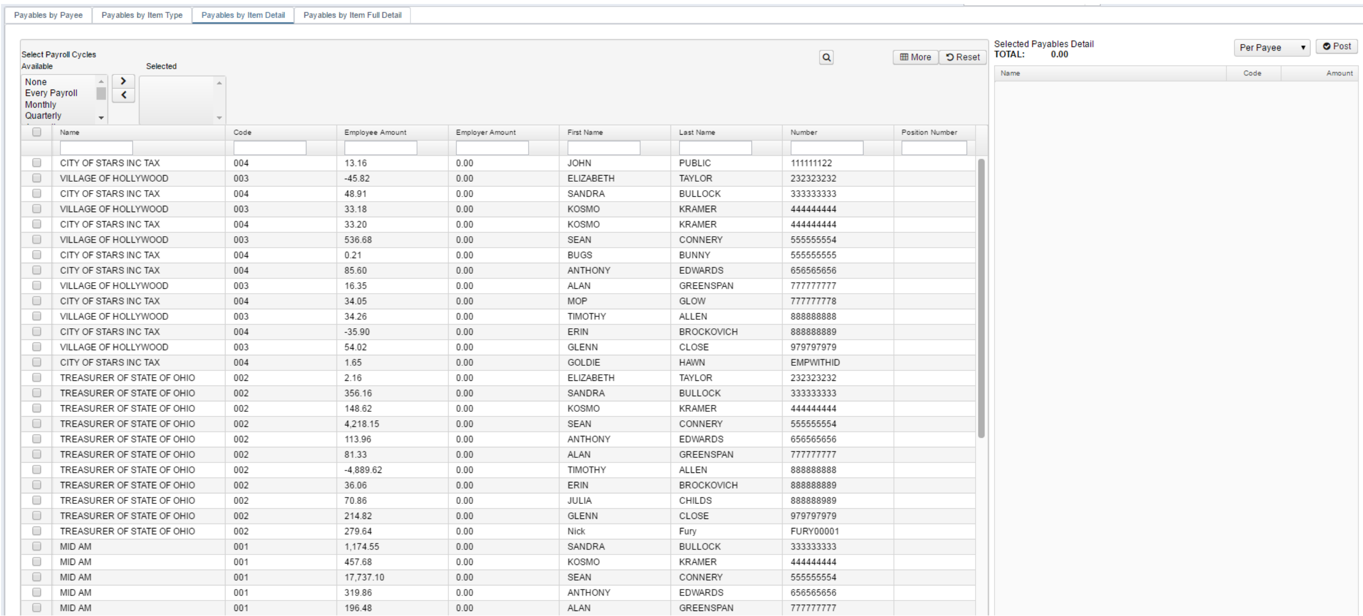
The Post button creates the payments and saves them in the database. There is no print file produced yet.

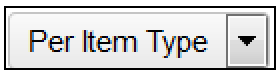
Payables by Item Detail

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

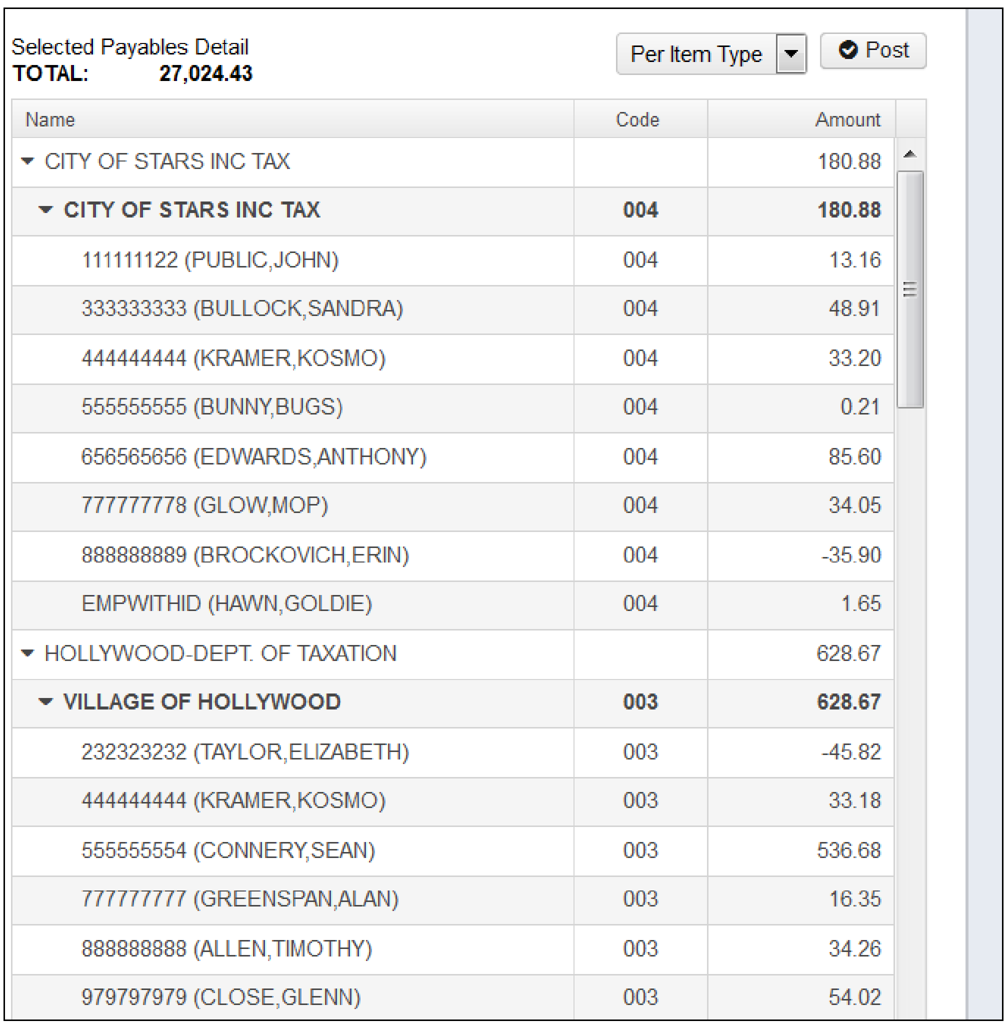


Options available are None, Every Payroll, Monthly, Quarterly, Annually, User defined 1, User defined 2, User defined 3, User defined 4, User defined 5, User defined 6, User defined 7, User defined 8, and User defined 9.



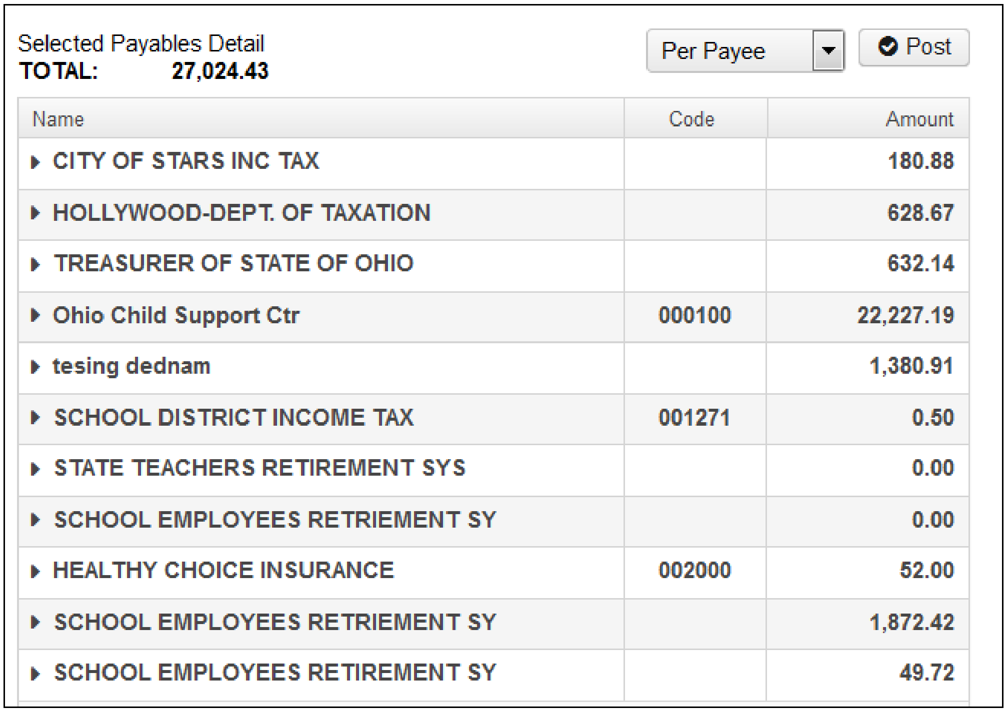
You can choose from the drop down 

if you want a separate payment for each payroll item type (ignoring the grouping by the same payee).



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)



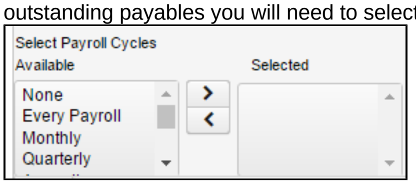
Name	Code	Amount
CITY OF STARS INC TAX		180.88
HOLLYWOOD-DEPT. OF TAXATION		628.67
TREASURER OF STATE OF OHIO		632.14
Ohio Child Support Ctr	000100	22,227.19
tesing dednam		1,380.91
SCHOOL DISTRICT INCOME TAX	001271	0.50
STATE TEACHERS RETIREMENT SYS		0.00
SCHOOL EMPLOYEES RETRIEMENT SY		0.00
HEALTHY CHOICE INSURANCE	002000	52.00
SCHOOL EMPLOYEES RETRIEMENT SY		1,872.42
SCHOOL EMPLOYEES RETRIEMENT SY		49.72

The 

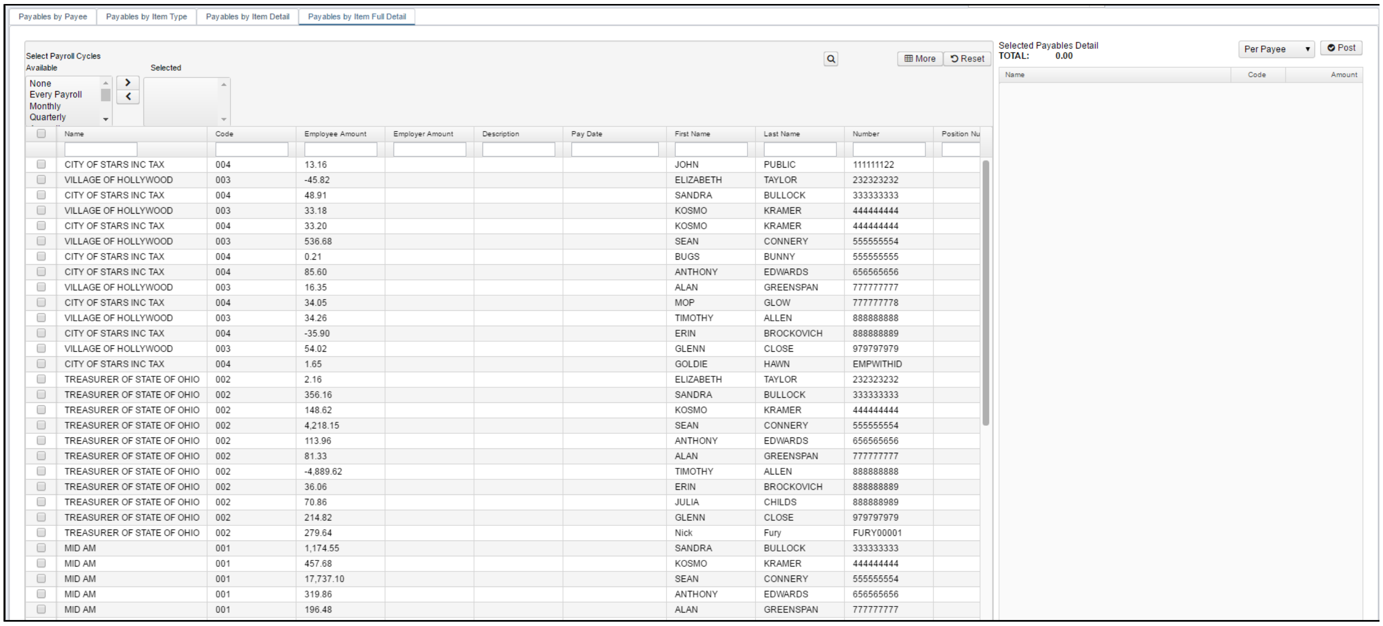
button just creates the payments and saves them in the database. There is no print file produced yet.

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 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



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.



Payables by Payee | Payables by Item Type | Payables by Item Detail | Payables by Item Full Detail

Select Payroll Cycles
Available: None, Every Payroll, Monthly, Quarterly
Selected

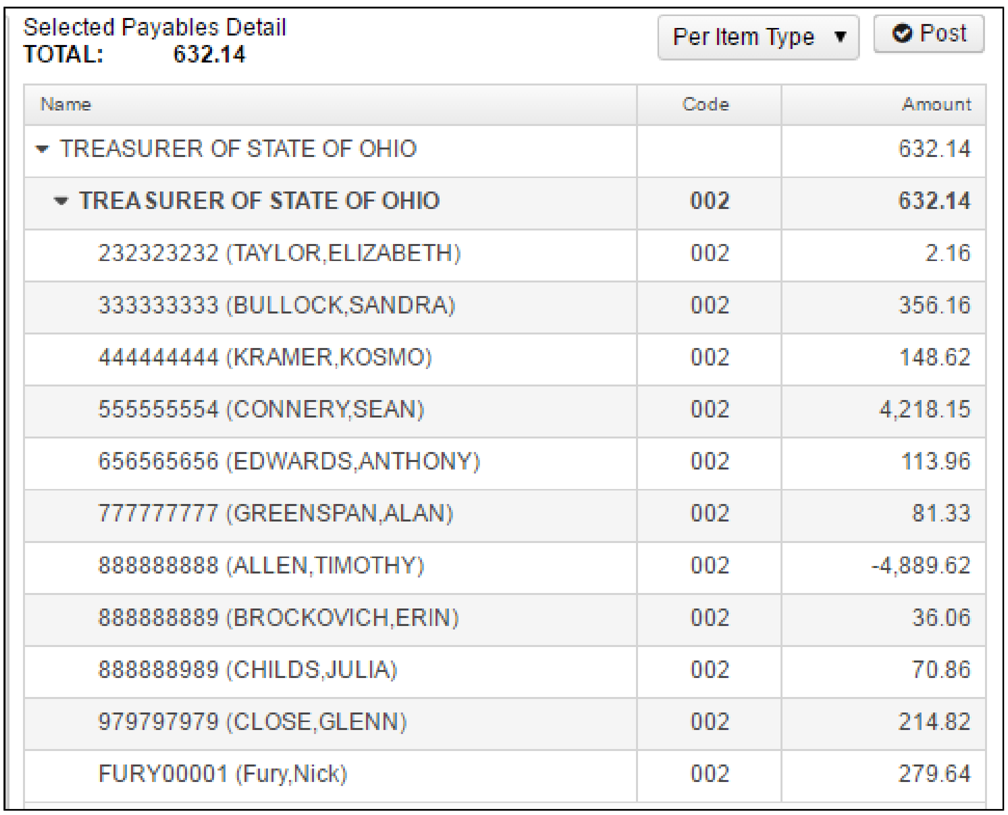
More | Reset

Selected Payables Detail
TOTAL: 0.00
Per Payee | Post

Name	Code	Amount

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	444444444	
CITY OF STARS INC TAX	004	33.20				KOSMO	KRAMER	444444444	
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	777777778	
VILLAGE OF HOLLYWOOD	003	34.26				TIMOTHY	ALLEN	888888888	
CITY OF STARS INC TAX	004	-35.90				ERIN	BROCKOVICH	888888889	
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	444444444	
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	444444444	
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	

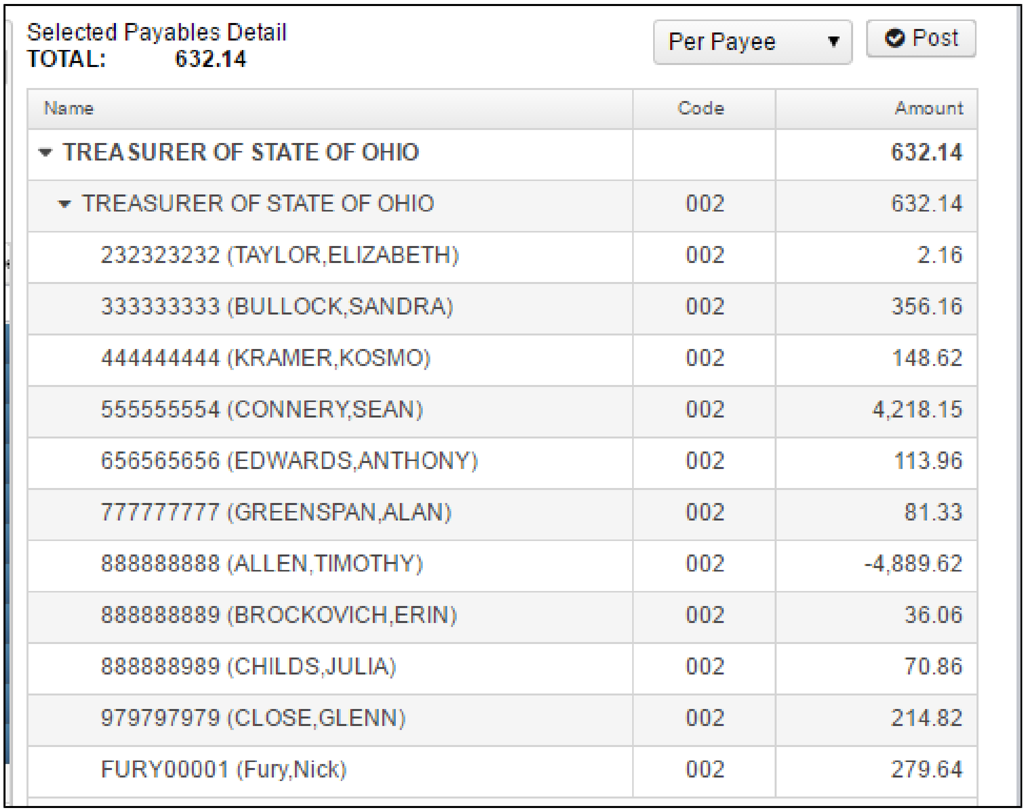
You can choose from the drop down **Per Item Type** if you want a separate payment for each payroll item type (ignoring the grouping by the same payee).



Selected Payables Detail
TOTAL: 632.14
Per Item Type | 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
444444444 (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

or choose from the drop down **Per Payee** 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: 632.14

Per Payee ▾ | Post

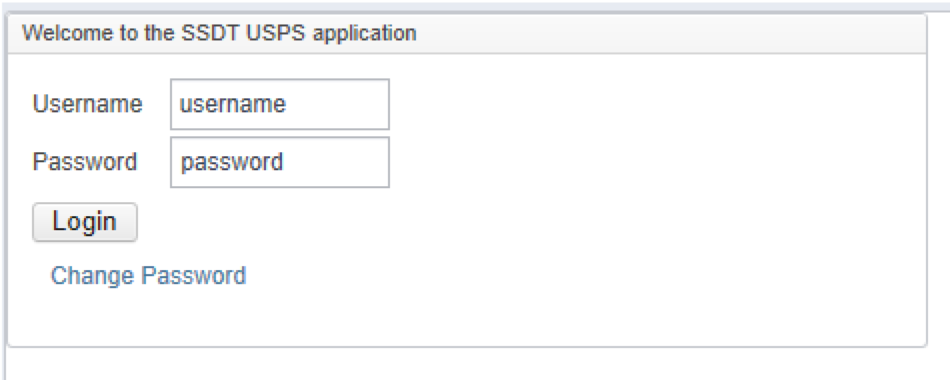
Name	Code	Amount
TREASURER OF STATE OF OHIO		632.14
TREASURER OF STATE OF OHIO	002	632.14
232323232 (TAYLOR,ELIZABETH)	002	2.16
333333333 (BULLOCK,SANDRA)	002	356.16
444444444 (KRAMER,KOSMO)	002	148.62
555555554 (CONNERY,SEAN)	002	4,218.15
656565656 (EDWARDS,ANTHONY)	002	113.96
777777777 (GREENSPAN,ALAN)	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

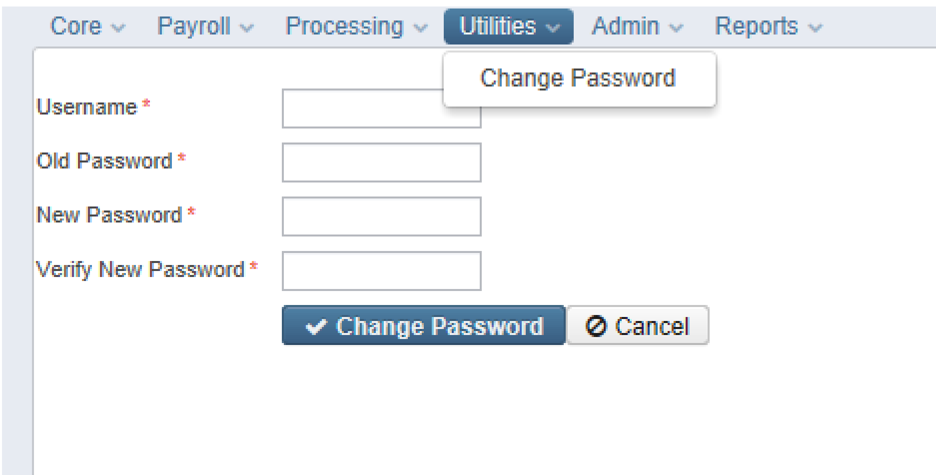
Process Outstanding Payables Video

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.





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 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 Mapping

✔ Save | ⊘ Cancel

		Original Account									Mapped Account								(Click & Drag 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'

Account Mapping

✔ Save | ⊘ Cancel

		Original Account									Mapped Account								(Click & Drag 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 Mapping

✔ Save | ⊘ Cancel

		Original Account									Mapped Account								(Click & Drag 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
+																				

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'

Account Mapping

✔ Save | ⊘ Cancel

		Original Account									Mapped Account								(Click & Drag 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
+	2	001	4540	143	9500		200			→	001	4540	243			200			×	REORDER
+	3	001	2411	111			100			→	001	2411	211			100			×	REORDER
+																				

Account Mapping

✔ Save | ⊘ Cancel

		Original Account									Mapped Account								(Click & Drag 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	4540	143	9500		200			→	001	4540	243			200			×	REORDER
+	2	001	2510	152						→	001	4330	213			200			×	REORDER
+	3	001	2411	111			100			→	001	2411	211			100			×	REORDER
+																				

Attendance Import

Overview

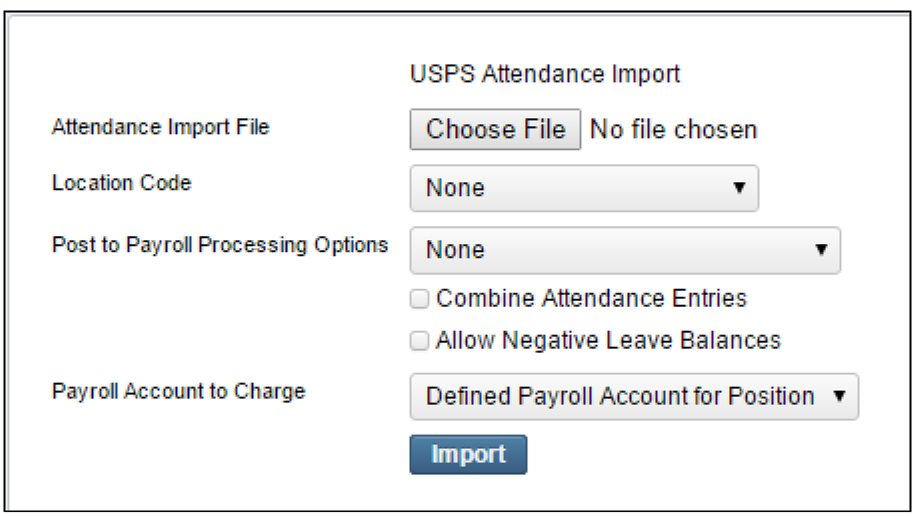
> In order to use Attendance Import, the user will need to have the default USPS_STANDARD or USPS_STANDARD_ATTENDANCE_IMPORT role. (can be added under ADMIN/ROLE)

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.



- **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	A	1	Literal record indicator must contain "AA" to indicate Absence/AttendanceLiteral	XXXX	4
Employee ID or SSN	B	2	NumberEmploy	XXXXXXXXX	9
Position Number	C	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	H	8	Length of absence or attendance	(+/-)99999.999	10
Tracking Unit	I	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	K	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	M	13	Optional: User defined. May be used to further define the transaction category.	XX	9
Budget account or XREF code	N	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	O	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	P	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
Pay Type	Q	17	Optional: REG, MIS, OT, DCK, SHP, IRR, BCK, TRM, POF, NC1, NC2, NC3	XXX	3
Tax Option	R	18	Optional: 1, 2, 3 or space If left blank in csv file: • If POSITION Supplemental Type = SUP1, then 1 is automatically assigned • If POSITION Supplemental Type = SUP3, then 3 is automatically asssigned • If POSITION Supplemental Type not SUP1 or SUP3, then 2 is automatically assigned	X	1
Retirement option	S	19	Optional: Y, N or space Y or Space = Yes N = No	X	1
Pay Amount Description	T	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	Y	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,XXXXXXXXX,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

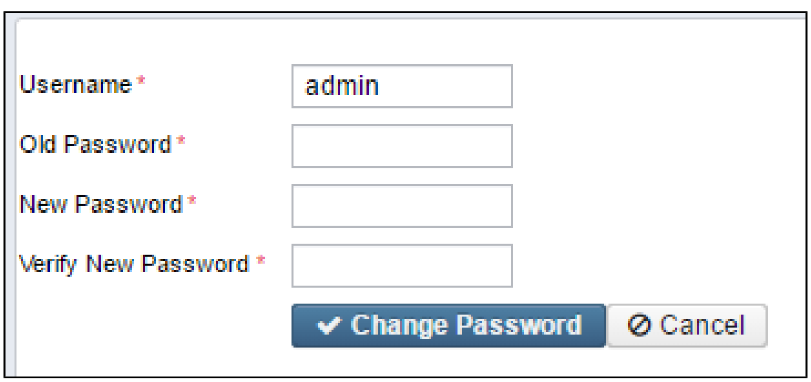
- **Attendance for the day cannot total more than 1 day.**
  - If the tracking unit is "D" (daily) and the transaction length is greater than 1 or less than -1.
- **Attendance for the day cannot total more than 24 hours**
  - If the tracking unit is "H" (hourly) and the transaction length is greater 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

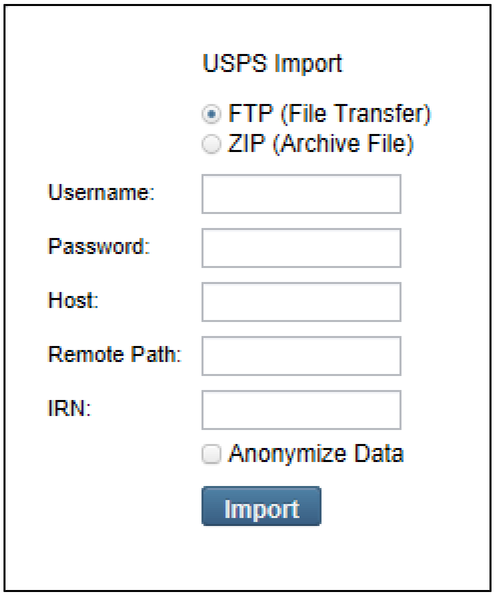
- Change Password Video

If the user knows their old password they can change their password using the 'change password' option under the Utilities Menu.



Change Password Video

Import from Classic



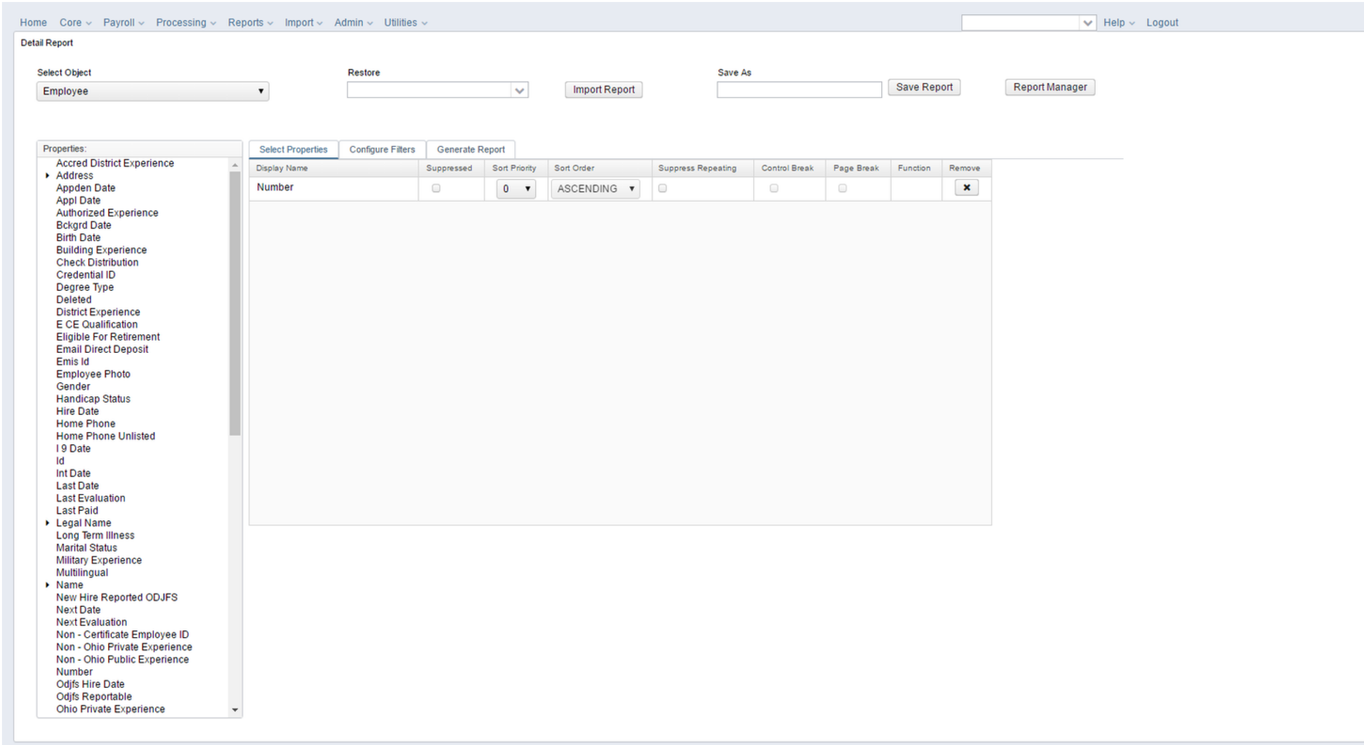
Mass Load

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** Criteria found in the Miscellaneous notes section of this chapter. The remaining records in the file represent the data values being loaded.

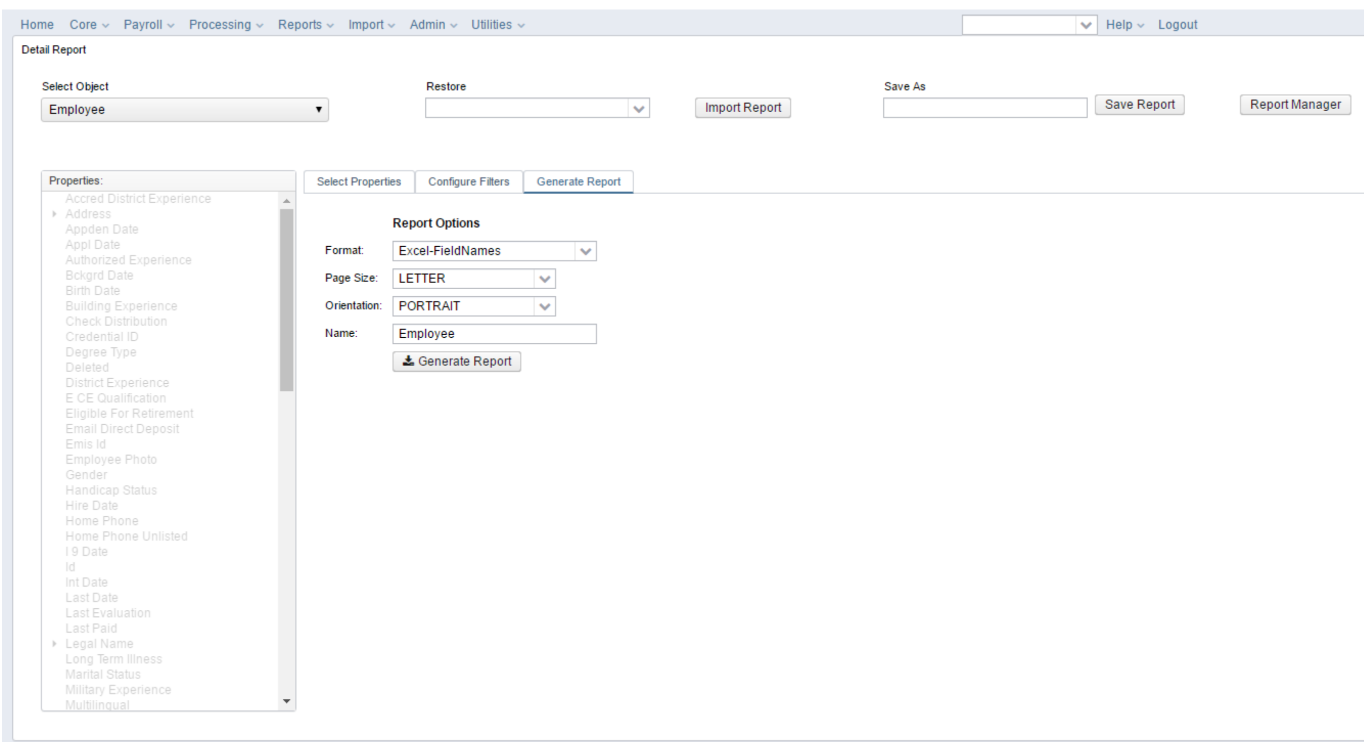
The **Custom Report Writer** (If need more help with creating Detail Reports, Click 'Custom Report Writer') can be used to create the header file for you. To do so, **Select the Object** you wish to import. Once the object is selected, add the **'Identifying Fields'** necessary to import the object. (These will be the required headers needed to correctly import the records. This list can be found below.)



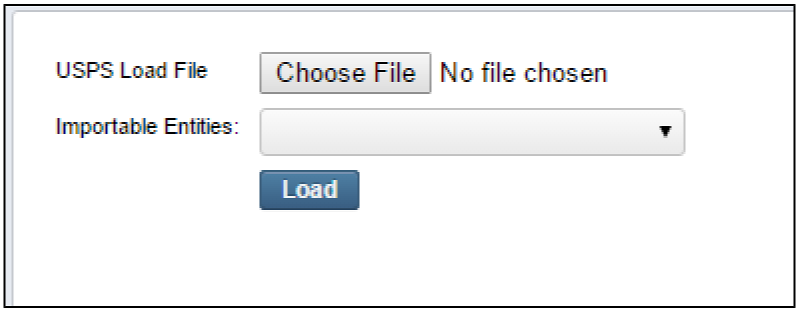
Once you have selected the correct identifying fields (view table below), you can also **Select Properties** you want to import.

The detail report writer will also allow you to filter current records in the **Configure Filters** tab.

Last, select the **Generate Report** tab.



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** - 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 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	code

Adopt Assistance Item Annuity Item 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	configuration.code employee.number

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 Personal Leave Vacation Leave	Currently not implemented
Pay Account	Currently not implemented
Date Master Date Text Field Definition	name propertyName appliesTo Applies To must be **org.ssdt_ohio.usps.model.employee.Employee** for each record
Date Detail Select 'Employee' from the select box	number 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.

Example of an Absence .CSV file:

	A	B	C	D	E	F
1	employee.number	activityDate	length	category	unit	
2	ANON104	20170522	1	Sick	Daily	
3						

Example of an Attendance .CSV file:

	A	B	C	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	description
ADMINISTRATORS	Application Administrators

System

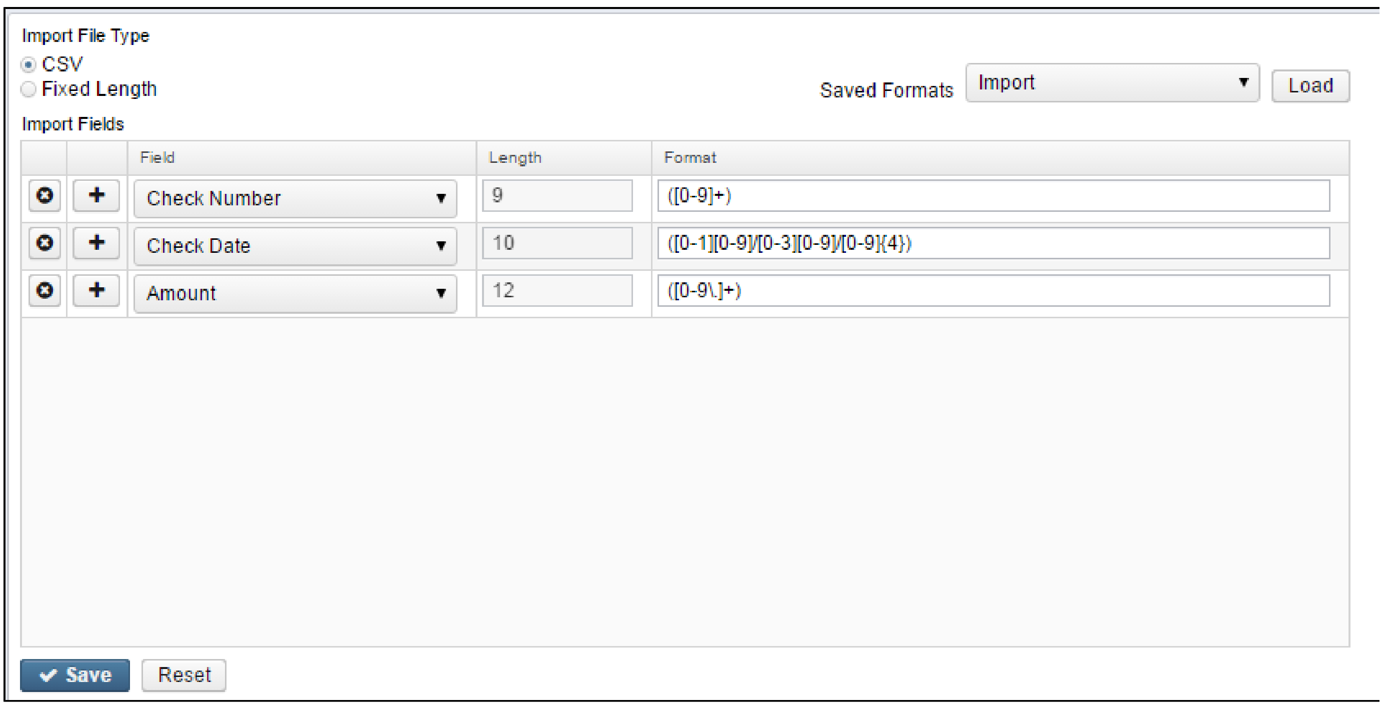
System menu contains programs that control how processing is defined and done on the system and other options that only an administrator would access.

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.

> The Import and Extract file can be the same file format



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

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

, select file type and click on 

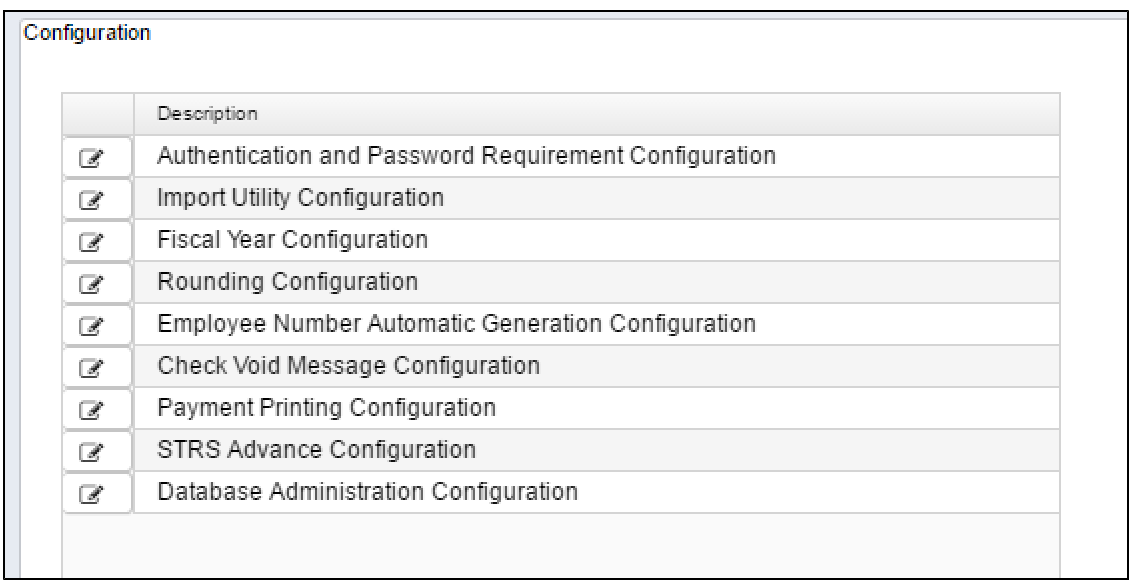
.

Batch Jobs

Configuration

- View Configuration
- Edit Configuration

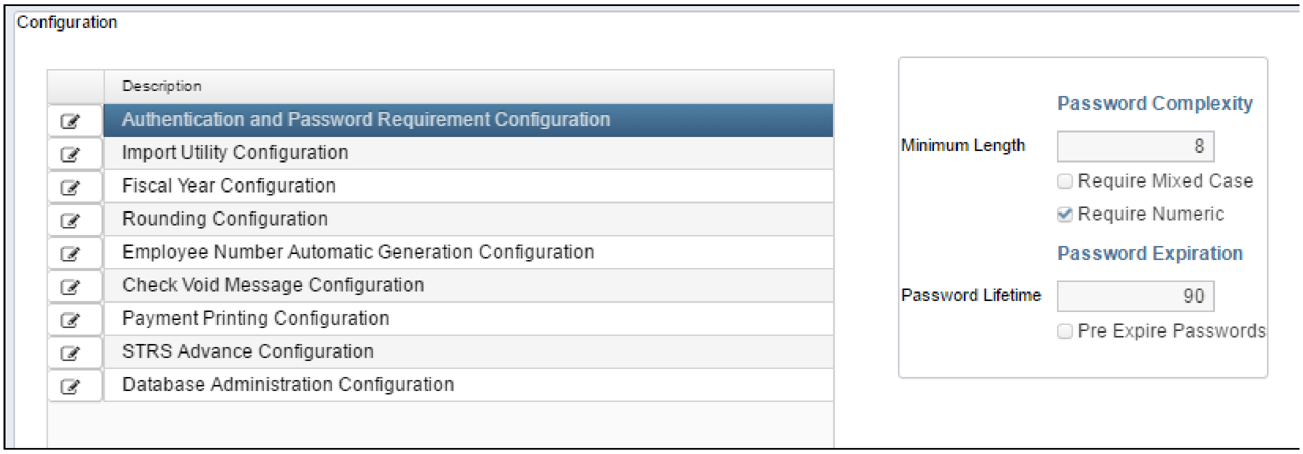
This option allows the user to enter in Configuration details for any installed modules.



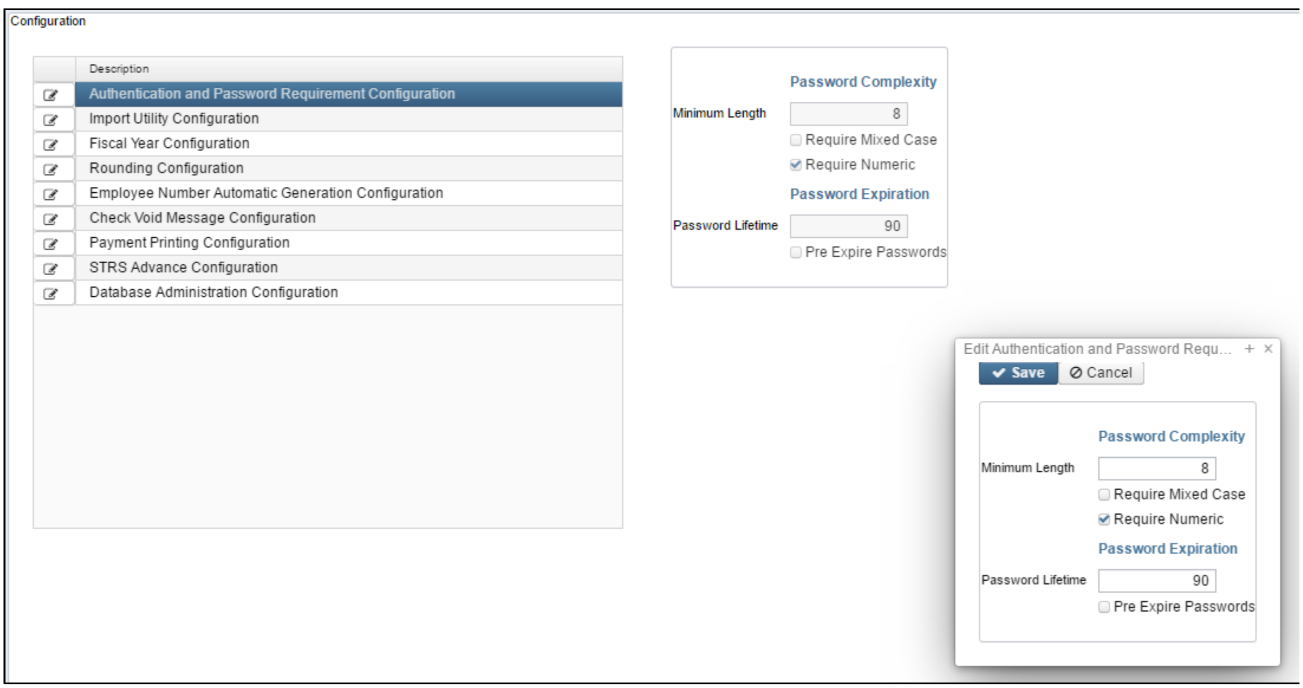
View Configuration

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



Edit Configuration

1. From the Admin menu select 'Configuration'
2. Click on  beside desired module
3. Make any necessary changes
4. Click on ✔ Save to save the changes, click on ⊘ Cancel to leave as it was.
5. 

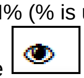
Custom Field Definition

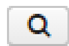
A "Custom Field" is a field that the district defines that is seen in the different interfaces when creating, editing, or querying a record. Custom fields are also available for reporting purposes.

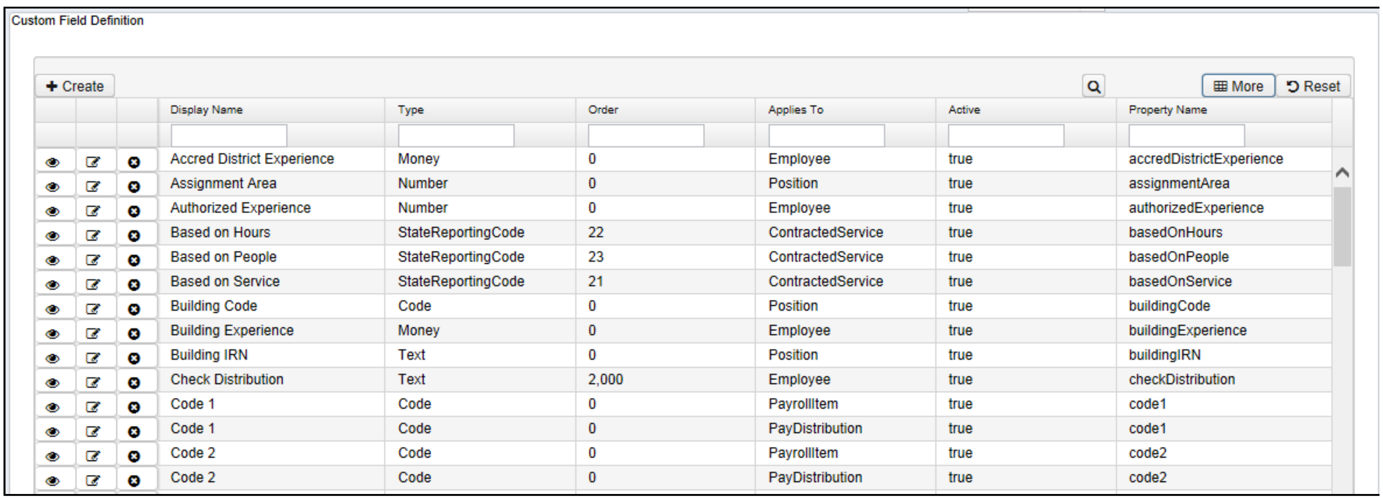
Search Custom Field Definition

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 delete to perform the desired action on the Custom Field Definition record**.**

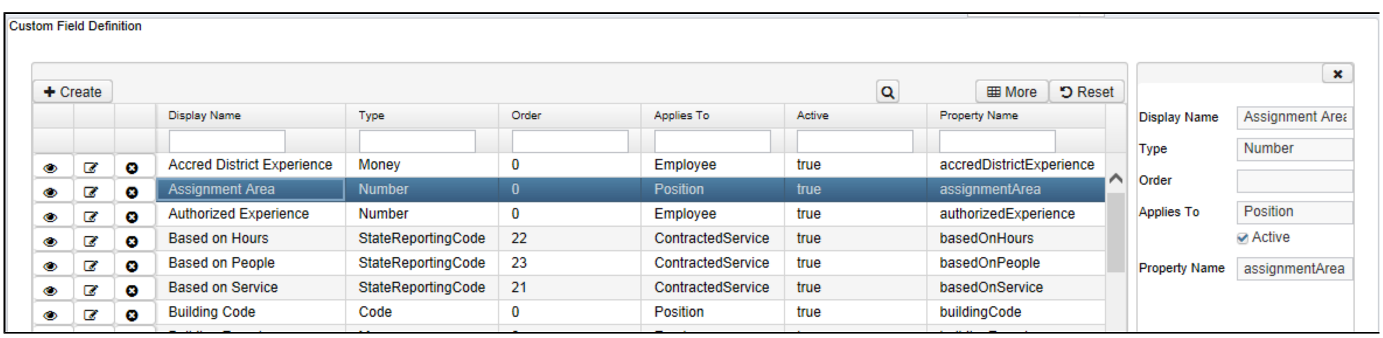
The Advanced Search can be utilized by clicking on the  in the upper right side of the grid.



			Display Name	Type	Order	Applies To	Active	Property Name
			Accred District Experience	Money	0	Employee	true	accredDistrictExperience
			Assignment Area	Number	0	Position	true	assignmentArea
			Authorized Experience	Number	0	Employee	true	authorizedExperience
			Based on Hours	StateReportingCode	22	ContractedService	true	basedOnHours
			Based on People	StateReportingCode	23	ContractedService	true	basedOnPeople
			Based on Service	StateReportingCode	21	ContractedService	true	basedOnService
			Building Code	Code	0	Position	true	buildingCode
			Building Experience	Money	0	Employee	true	buildingExperience
			Building IRN	Text	0	Position	true	buildingIRN
			Check Distribution	Text	2,000	Employee	true	checkDistribution
			Code 1	Code	0	PayrollItem	true	code1
			Code 1	Code	0	PayDistribution	true	code1
			Code 2	Code	0	PayrollItem	true	code2
			Code 2	Code	0	PayDistribution	true	code2

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:



			Display Name	Type	Order	Applies To	Active	Property Name
			Accred District Experience	Money	0	Employee	true	accredDistrictExperience
			Assignment Area	Number	0	Position	true	assignmentArea
			Authorized Experience	Number	0	Employee	true	authorizedExperience
			Based on Hours	StateReportingCode	22	ContractedService	true	basedOnHours
			Based on People	StateReportingCode	23	ContractedService	true	basedOnPeople
			Based on Service	StateReportingCode	21	ContractedService	true	basedOnService
			Building Code	Code	0	Position	true	buildingCode

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

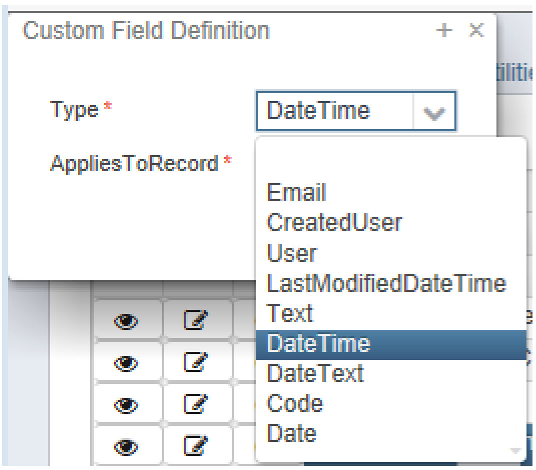
WebAddress - http:// or https:// is required at the beginning

BooleanType - will typically be represented as true or false, or as a checkbox which may be checked (true) or unchecked (false)

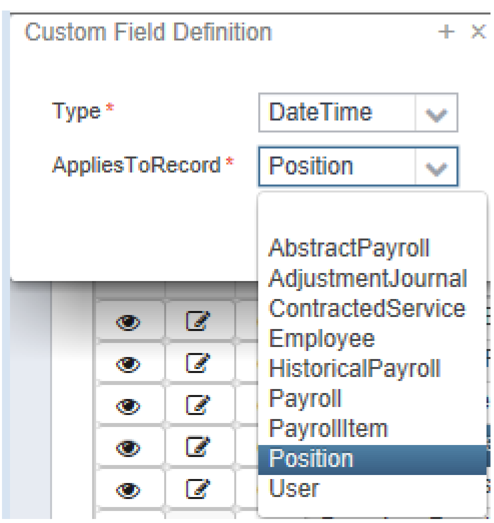
Code - Allows optional entry of a list of valid codes and their related description. When this Custom Field is used in a create or edit, the user is presented with a drop down list allowing them to select from the list of valid codes. If no valid codes are entered, then this is just a text box where the user can enter their desired code.

1. From the Admin menu select 'Custom Field Definition'
2. Click on 

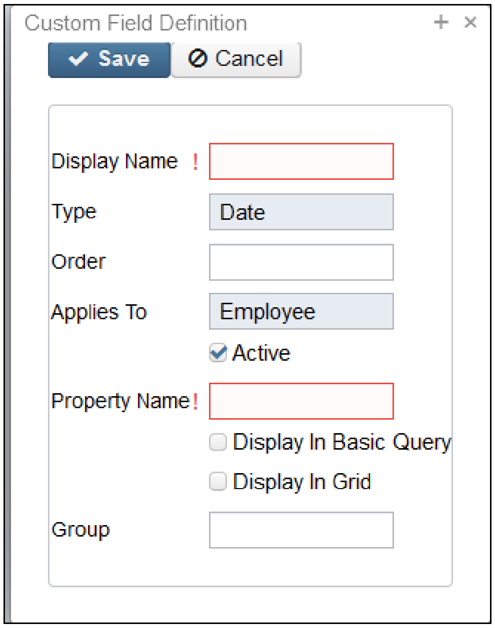
3. Select the 'Type' of custom field from the drop down



4. Select the record that this custom field will apply to from the 'Applies To Record' drop down



5. Click on 



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.

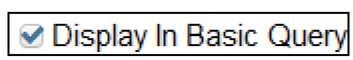
The **Order** can be used to specify where in the selected area you would like your Custom Definition to appear.

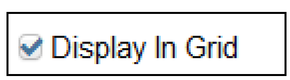
The **Applies To** field is already defaulted from your previous Custom Field Definition Applies to Record setup.

If you wish for this Custom Definition to be **Active** you will need to check 

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**.**

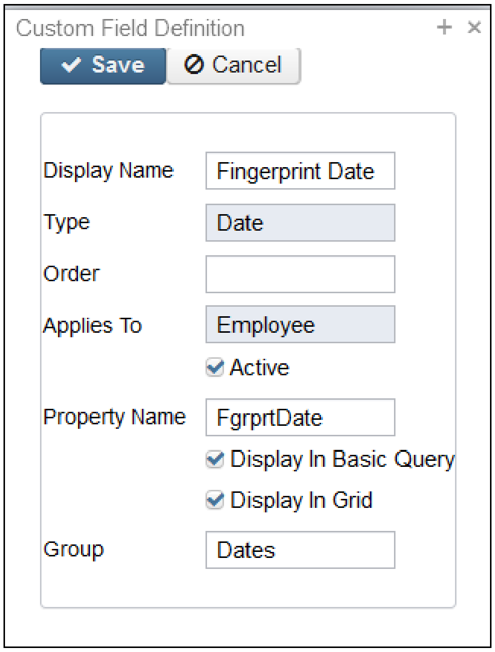
If you want this field to **Display in Basic Query** you will want to check 

If you want this field to **Display in Grid** you will want to check 

6. Click on 

to save the custom field to the system, click on 

to not save the custom field and return to the Custom Field Grid



Edit Custom Field Definition

Click on the edit button 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 edit button beside 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. From the Admin menu select 'Custom Field Definition"
2. Search for and select desired custom field
3. Click on the edit button beside the custom field and uncheck the active box (Active)
4. Click on Save to save the changes, (the custom field will no longer appear in the 'applies to' interface), click Cancel t o remove 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 (Active)

Delete Custom Field Definition

Click on the delete button in 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

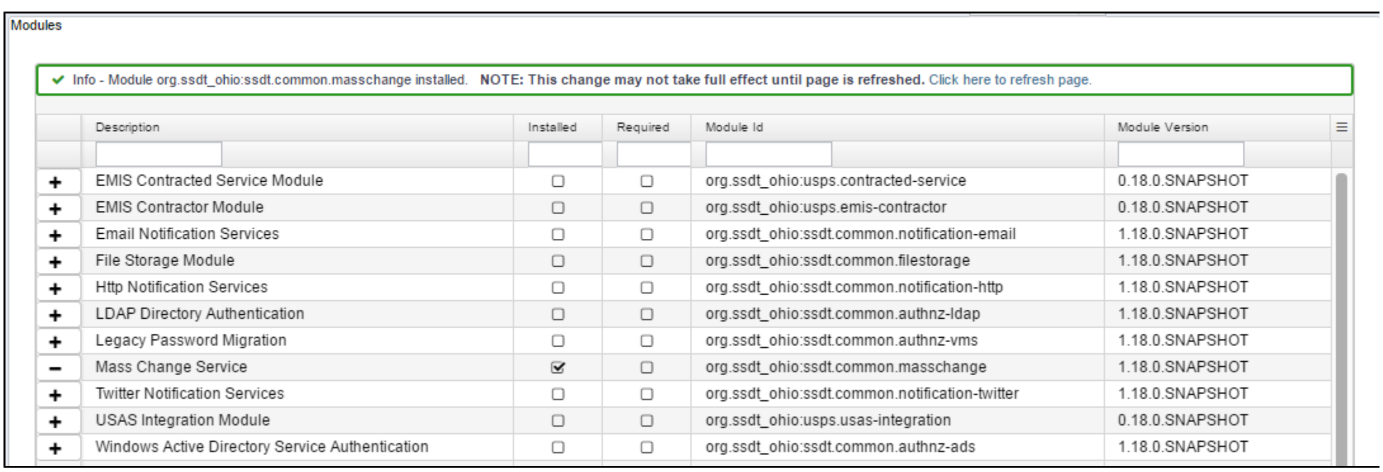
Database Administration

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 − 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.


Modules

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.

	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-ldap	1.18.0.SNAPSHOT
+	Legacy Password Migration	☐	☐	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	☐	☐	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.

Modules

	Description	Installed	Requi...	Module Id	Module Version
+	EMIS Contracted Service Module	☐	☐	org.ssdt_ohio:usps.contracted-service	0.17.0.SNAPSHOT
+	EMIS Contractor Module	☐	☐	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	☐	☐	org.ssdt_ohio:ssdt.common.filestorage	1.17.0.SNAPSHOT
+	Http Notification Services	☐	☐	org.ssdt_ohio:ssdt.common.notification-http	1.17.0.SNAPSHOT
+	LDAP Directory Authentication	☐	☐	org.ssdt_ohio:ssdt.common.authnz-ldap	1.17.0.SNAPSHOT
+	Legacy Password Migration	☐	☐	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	☐	☐	org.ssdt_ohio:ssdt.common.notification-twitter	1.17.0.SNAPSHOT
+	USAS Integration Module	☐	☐	org.ssdt_ohio:usps.usas-integration	0.17.0.SNAPSHOT
+	Windows Active Directory Service Authentication	☐	☐	org.ssdt_ohio:ssdt.common.authnz-ads	1.17.0.SNAPSHOT

To setup the EMIS Contracted Service option click the + next to the EMIS Contracted Service Module. The following message will be displayed:

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)

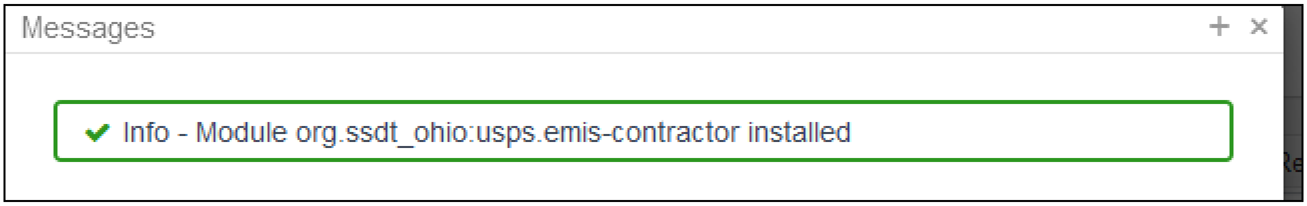
EMIS Contractor Module

This module is used to setup the EMIS Contractor option on the EMIS Entry Screen.

Modules

	Description	Installed	Requi...	Module Id	Module Version
+	EMIS Contracted Service Module	☐	☐	org.ssdt_ohio:usps.contracted-service	0.17.0.SNAPSHOT
+	EMIS Contractor Module	☐	☐	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	☐	☐	org.ssdt_ohio:ssdt.common.filestorage	1.17.0.SNAPSHOT
+	Http Notification Services	☐	☐	org.ssdt_ohio:ssdt.common.notification-http	1.17.0.SNAPSHOT
+	LDAP Directory Authentication	☐	☐	org.ssdt_ohio:ssdt.common.authnz-ldap	1.17.0.SNAPSHOT
+	Legacy Password Migration	☐	☐	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	☐	☐	org.ssdt_ohio:ssdt.common.notification-twitter	1.17.0.SNAPSHOT
+	USAS Integration Module	☐	☐	org.ssdt_ohio:usps.usas-integration	0.17.0.SNAPSHOT
+	Windows Active Directory Service Authentication	☐	☐	org.ssdt_ohio:ssdt.common.authnz-ads	1.17.0.SNAPSHOT

To setup the EMIS Contractor Module option click the + next to the EMIS Contractor Module. The following message will be displayed:



The EMIS Contractor Module will now be displayed as a tab on the EMIS Entry Screen

Email Notification Services

File Storage Module

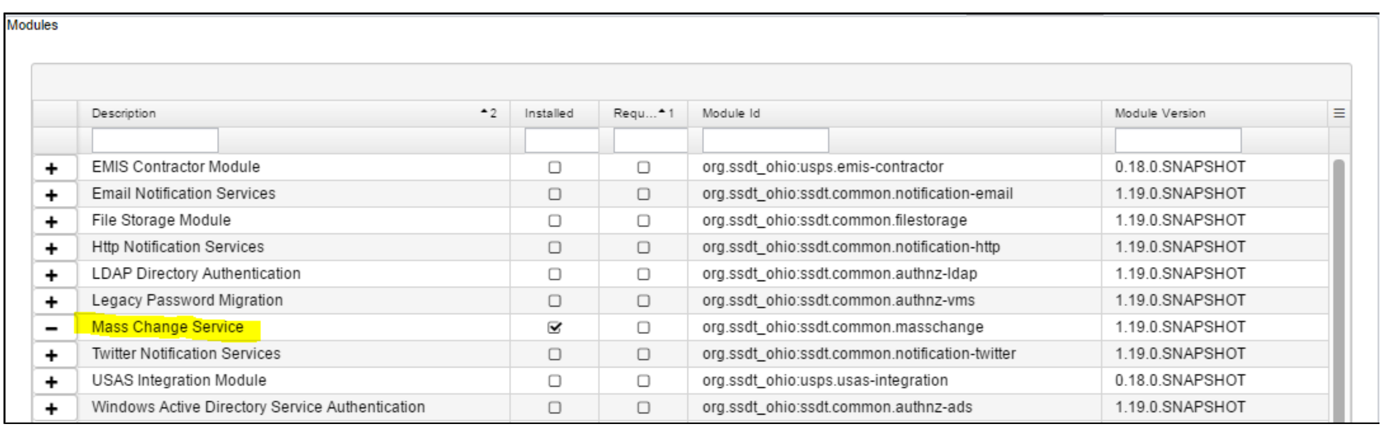
Http Notification Services

LDAP Directory Authentication

Legacy Password Migration

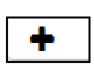
Mass Change Service

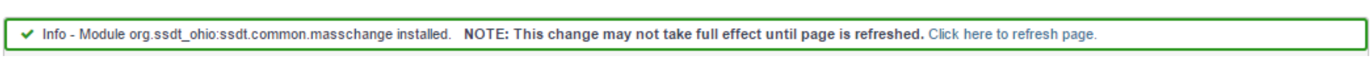
The Mass Change Service Module will set up the Mass Change button option within most of the Core Menu selections. A new button will appear when mass change module is active. The user has update access to the entity in question and also has the ADMIN_MASSCHANGE permission.



Modules

	Description	Installed	Requ...	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-ldap	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:

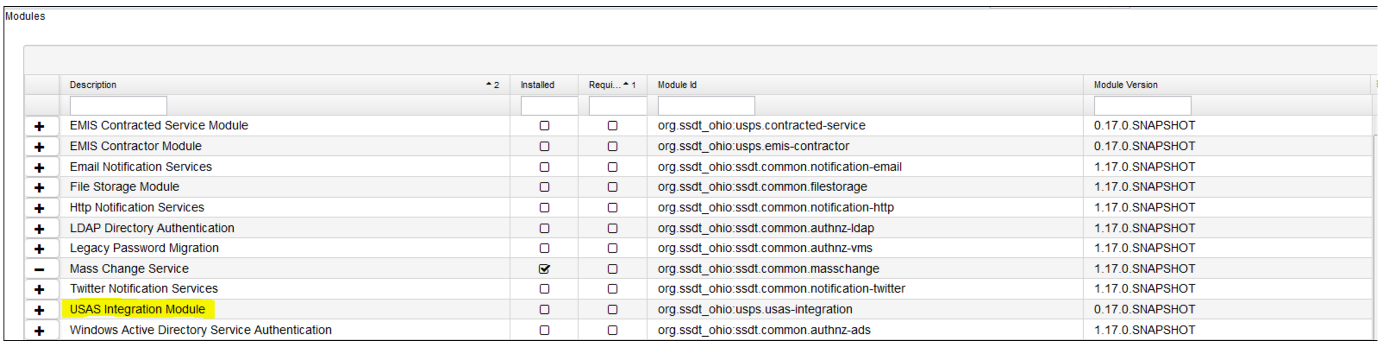


Once the process has been installed you will then see the 'Mass Change' option next to the 'Create' button on most of the Core menu Selections:

Twitter Notification Services

USAS Integration Module

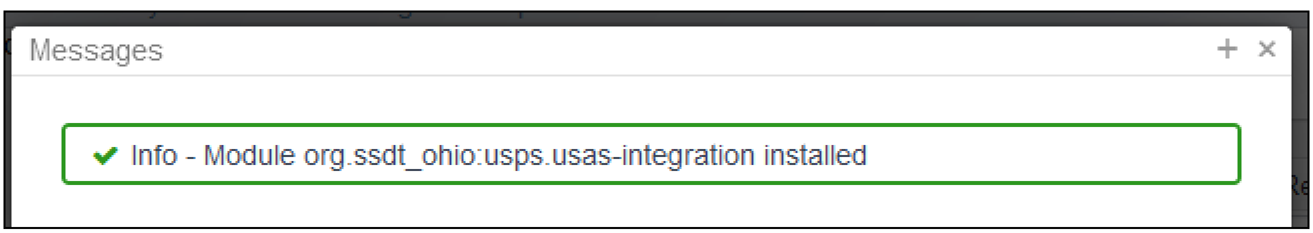
The USAS Integration Module will set up the USAS Integration option on the main menu.



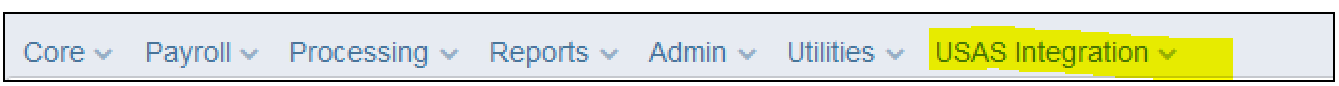
Modules

	Description	Installed	Requi...	Module Id	Module Version
+	EMIS Contracted Service Module	☐	☐	org.ssdt_ohio:usps.contracted-service	0.17.0.SNAPSHOT
+	EMIS Contractor Module	☐	☐	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	☐	☐	org.ssdt_ohio:ssdt.common.filestorage	1.17.0.SNAPSHOT
+	Http Notification Services	☐	☐	org.ssdt_ohio:ssdt.common.notification-http	1.17.0.SNAPSHOT
+	LDAP Directory Authentication	☐	☐	org.ssdt_ohio:ssdt.common.authnz-ldap	1.17.0.SNAPSHOT
+	Legacy Password Migration	☐	☐	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	☐	☐	org.ssdt_ohio:ssdt.common.notification-twitter	1.17.0.SNAPSHOT
+	USAS Integration Module	☐	☐	org.ssdt_ohio:usps.usas-integration	0.17.0.SNAPSHOT
+	Windows Active Directory Service Authentication	☐	☐	org.ssdt_ohio:ssdt.common.authnz-ads	1.17.0.SNAPSHOT

To setup the USAS Integration Module option click the  next to the USAS Integration Module. The following message will be displayed:



Once the process has been installed you will then see the USAS Integration option on the main menu.

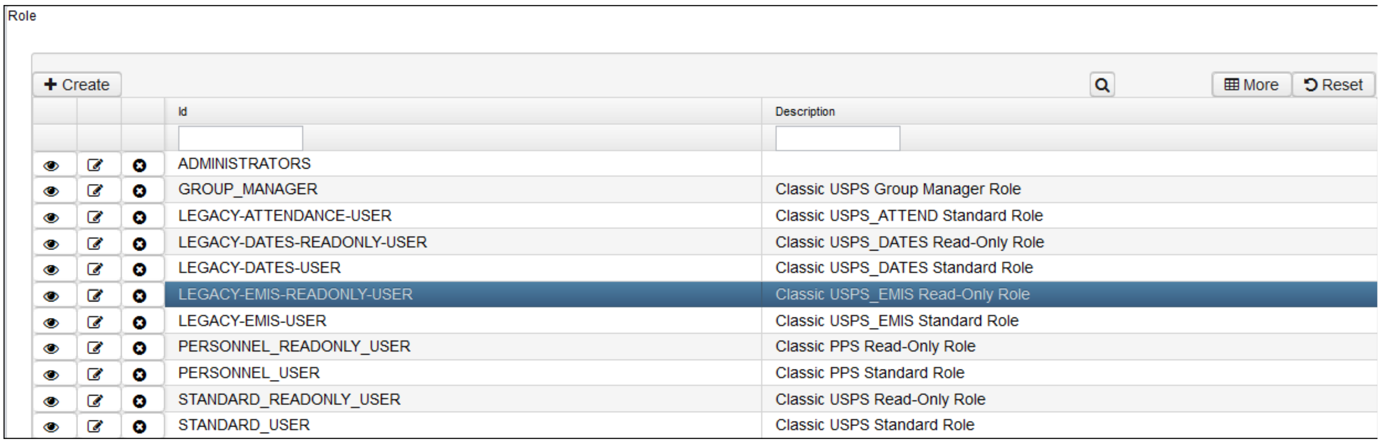


Windows Active Directory Service Authentication

Monitor

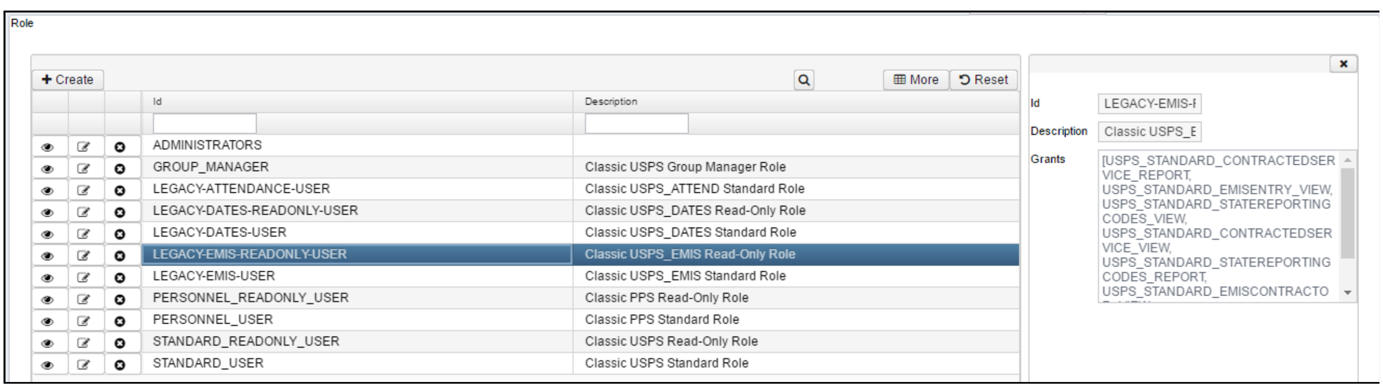
Role

- Highlight Viewer
- Permissions
- Create a Role
- Search for a Role
- Edit a Role
- Delete a Role



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:



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

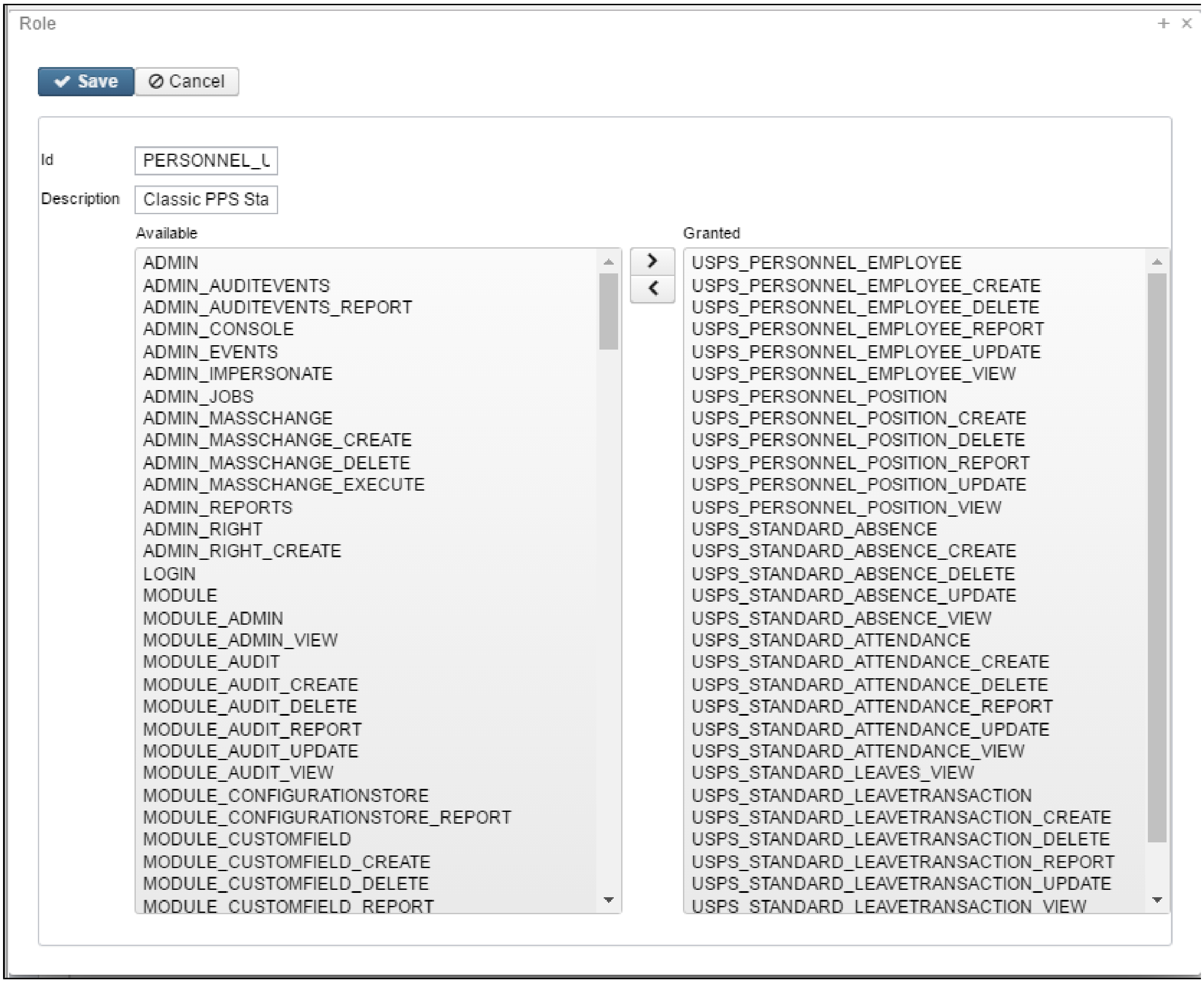
SECRETARY

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:

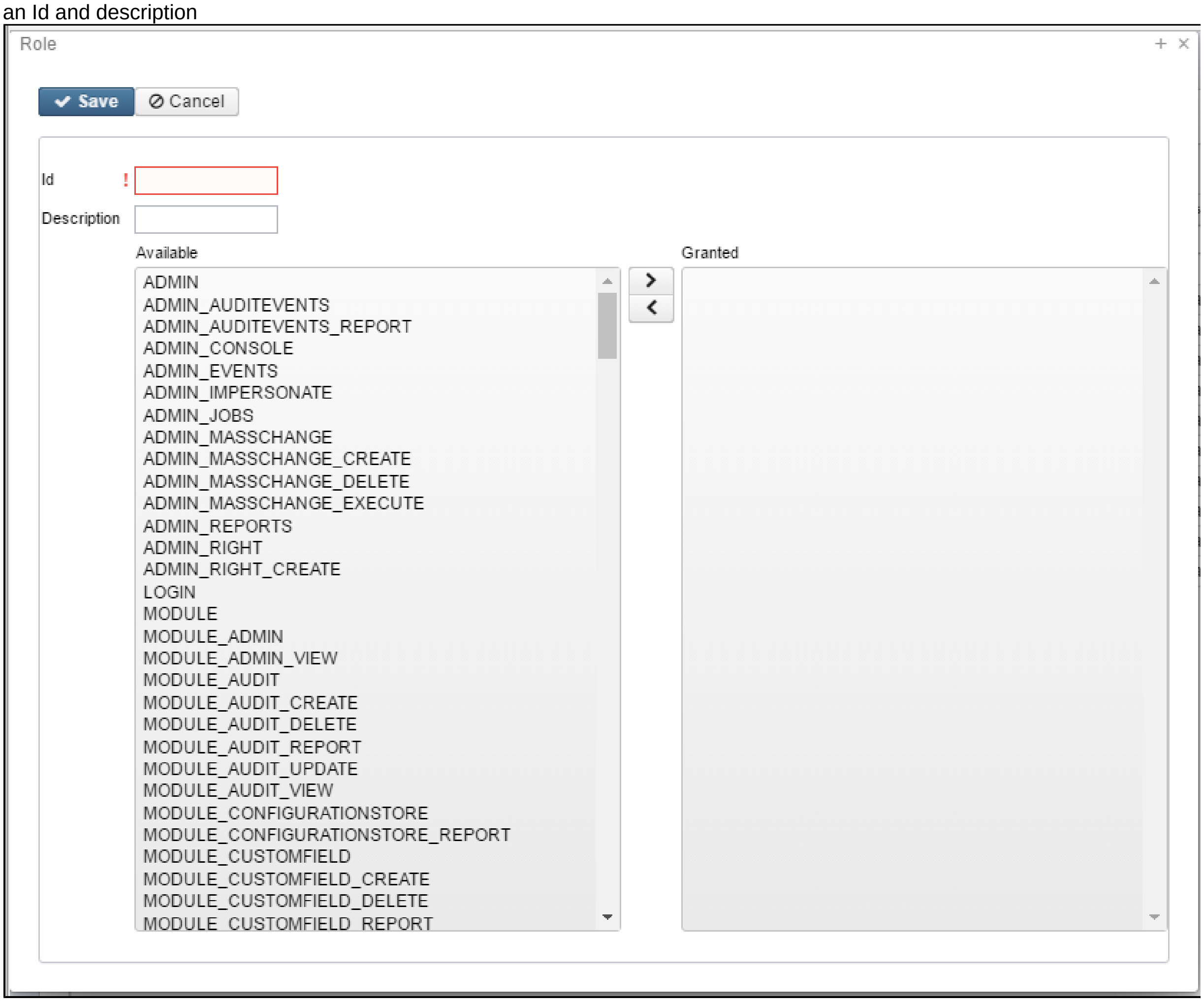


In order to utilize the payroll software, your ITC must provide you with the necessary privileges to run the programs. You may have certain employees in your district who need to utilize the contract information and other employees that are only involved with reporting EMIS data on staff members, and 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
    1. 

4. Grant the Role Permissions
    1. Highlight the desired available permission

       > To select more than one permission at a time hold the control key and click on each one
       >
       > 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
5. Click on 

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

Click on the  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  in the grid beside the desired Role . A confirmation box will appear asking to confirm that the Role should be deleted.

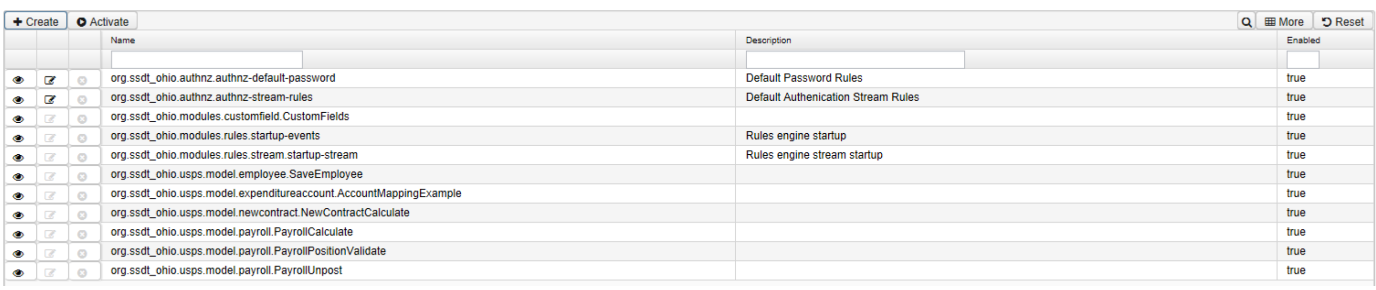
> Roles may only be deleted if the role is not assigned to any user record

Rules

Rule

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.

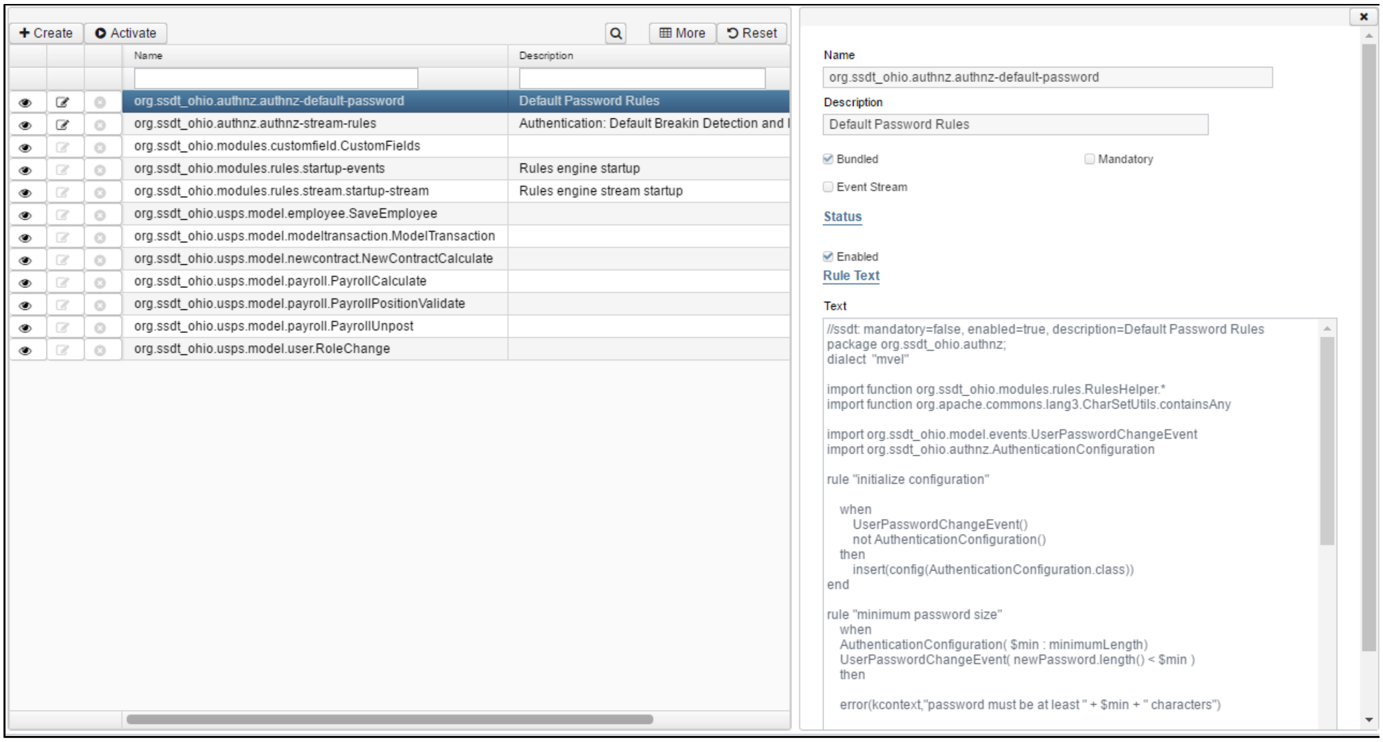


+ Create | Activate | More | Reset

Name	Description	Enabled
org.ssdt_ohio.authnz.authnz-default-password	Default Password Rules	true
org.ssdt_ohio.authnz.authnz-stream-rules	Default Authenication Stream Rules	true
org.ssdt_ohio.modules.customfield.CustomFields		true
org.ssdt_ohio.modules.rules.startup-events	Rules engine startup	true
org.ssdt_ohio.modules.rules.stream.startup-stream	Rules engine stream startup	true
org.ssdt_ohio.usps.model.employee.SaveEmployee		true
org.ssdt_ohio.usps.model.expenditureaccount.AccountMappingExample		true
org.ssdt_ohio.usps.model.newcontract.NewContractCalculate		true
org.ssdt_ohio.usps.model.payroll.PayrollCalculate		true
org.ssdt_ohio.usps.model.payroll.PayrollPositionValidate		true
org.ssdt_ohio.usps.model.payroll.PayrollUnpost		true

Highlight Viewer

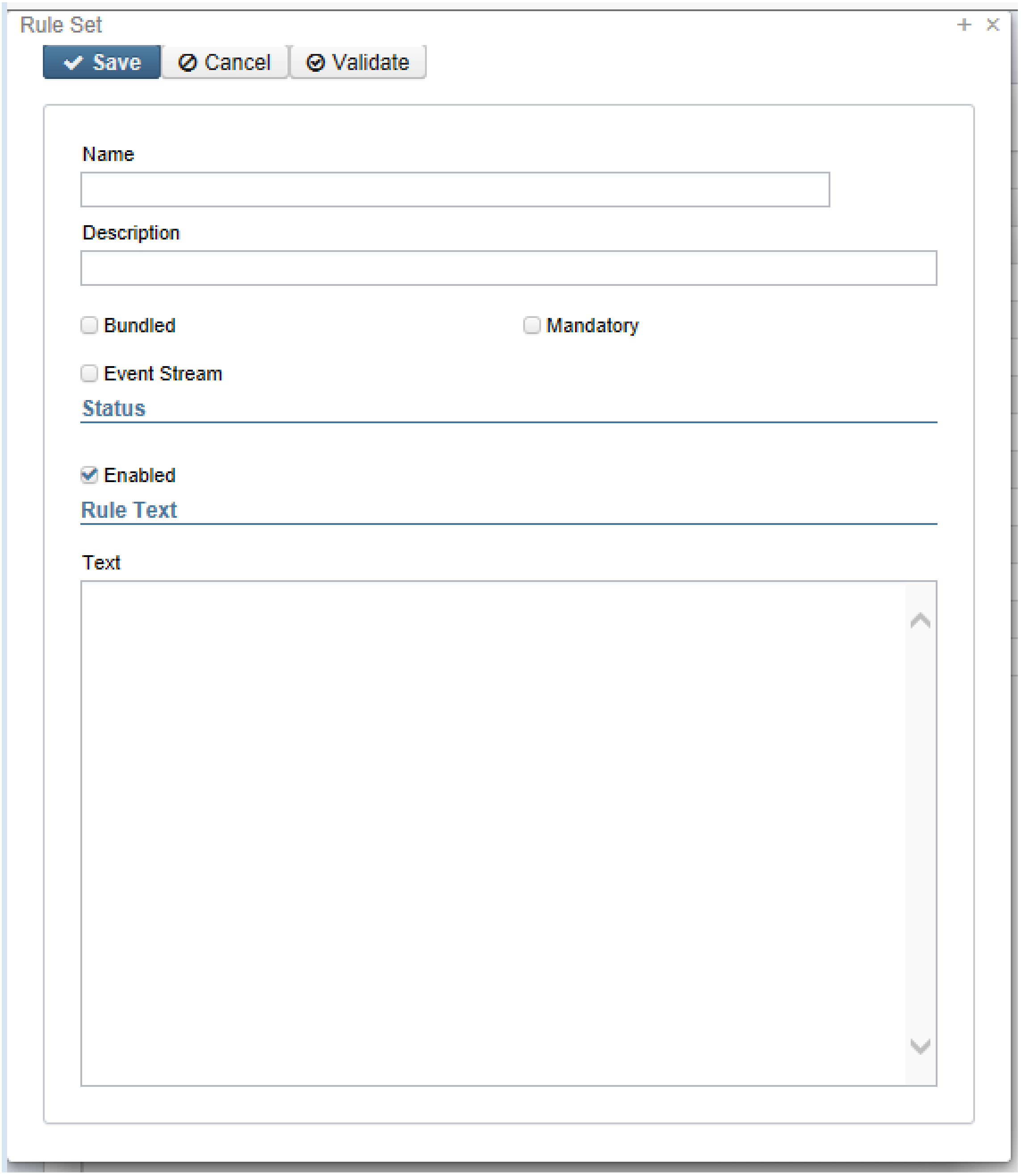
To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:



Create

1. From the Admin menu select 'Rules'
2. Click on 

3. Enter in required rule information:



Check the enabled box if the user wants it to be in affect the next time the rulesets are activated

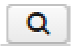
4. Click on  to ensure rule is correct

5. Click on  to create the rule, click on  to not create the rule.

Activate

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.

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 on the  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'
2. Search for desired Rule
3. Click on 


4. Uncheck the 

5. Click on 

and close the pop up window
6. Click on 

in order for the change to go into affect

Enable Rule

A disabled rule may be enabled at any time.

1. From the Admin menu select 'Rules'
2. Search for desired Rule
3. Click on 


4. Check the 

5. Click on 

and close the pop up window
6. Click on 

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

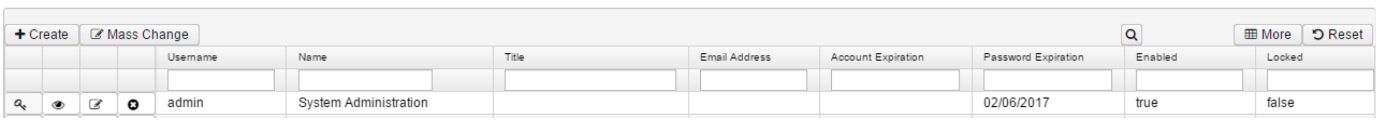
Customized rules can also be written for each district, either by district personnel with the appropriate access to do so, or with help from their ITC or the SSDT. A few examples of using customized business rules are custom validations, sending email or Twitter notifications, or even updating fields based on certain criteria. These can also be used in conjunction with Custom Fields

User

User

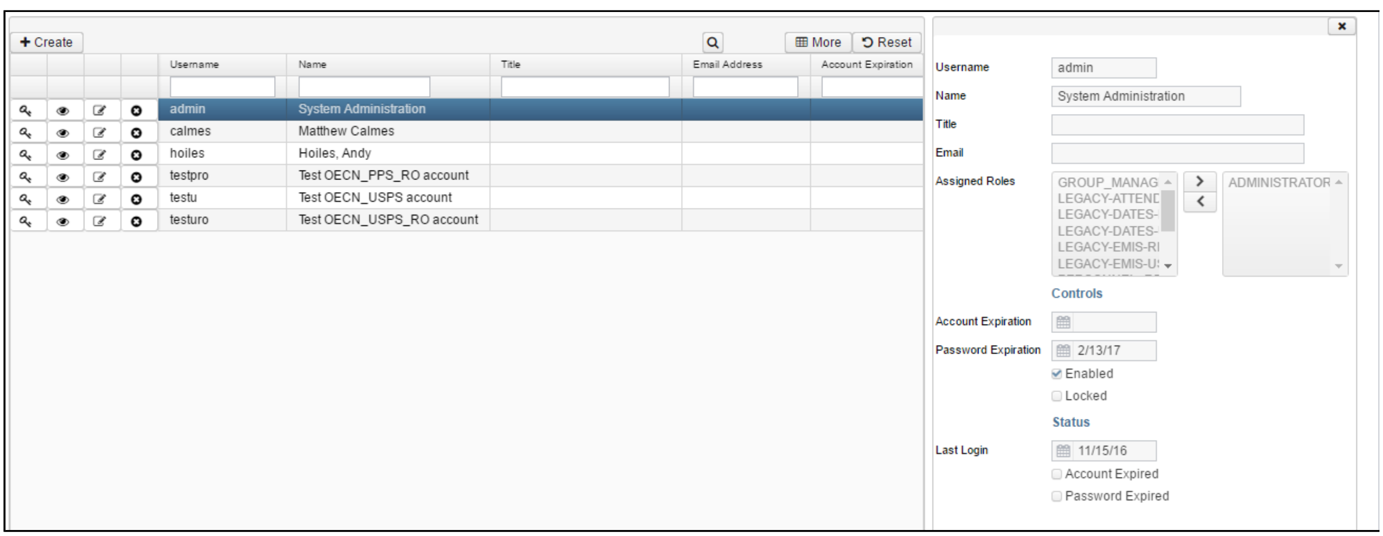
A "user" is a person that the software is designed for and is using it. The username entered when creating the user is the username they will use to log into USPS-R.

Users are assigned one or more Roles. The roles assigned to the user thus determine the access that user will have in the system.

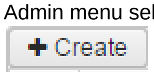


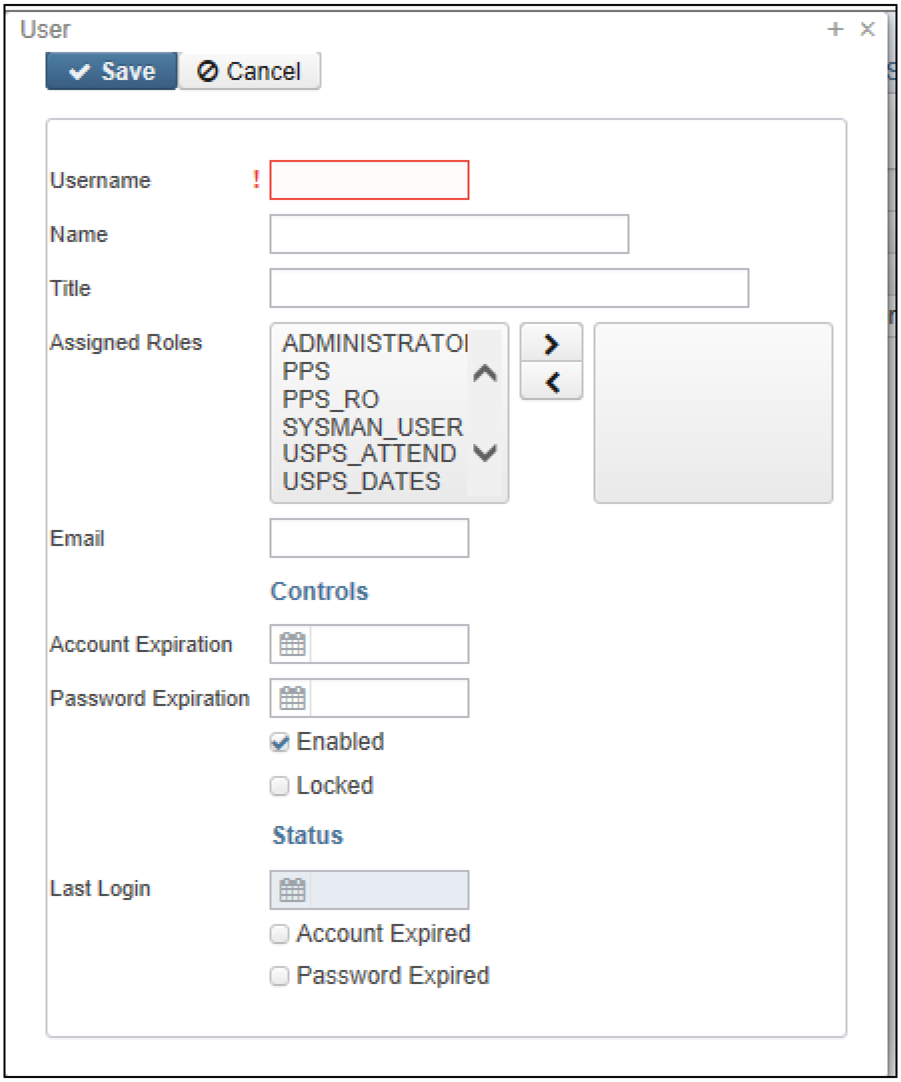
Highlight Viewer

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



Create a User

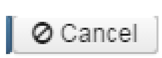
1. From the Admin menu select 'User'
2. Click on 
3. Enter in required user information



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.

6. Click on 

to create the user, click on 

to not create the user.

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  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
3. Click on 
4. Enter in the new password and verify it
    1. 

5. Click on  to make the change, click to  to not change the 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

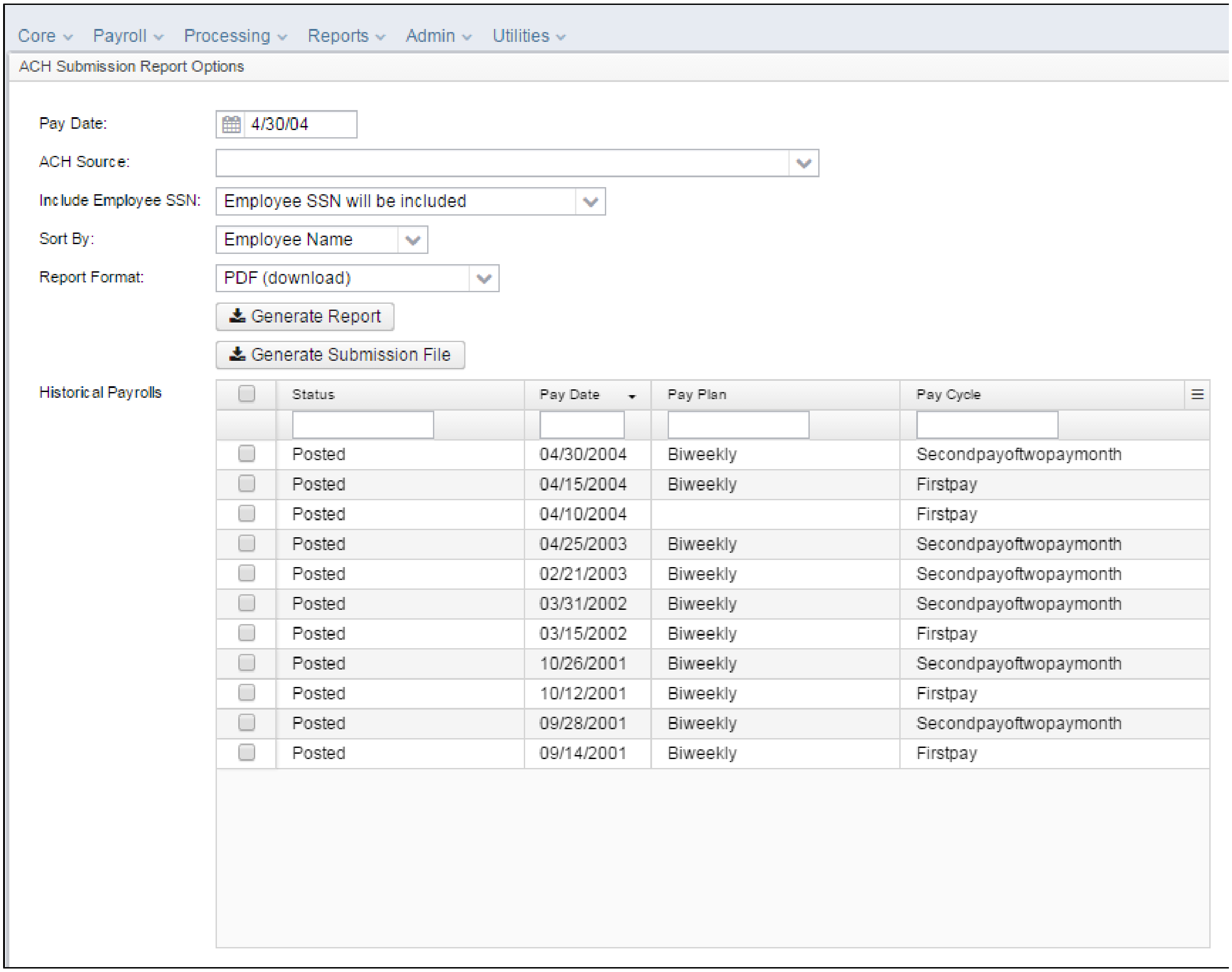
The Report module allows the user to generate a report from either a listing of predefined reports or create a custom report using the "detail" option.

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.



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 Generate Report

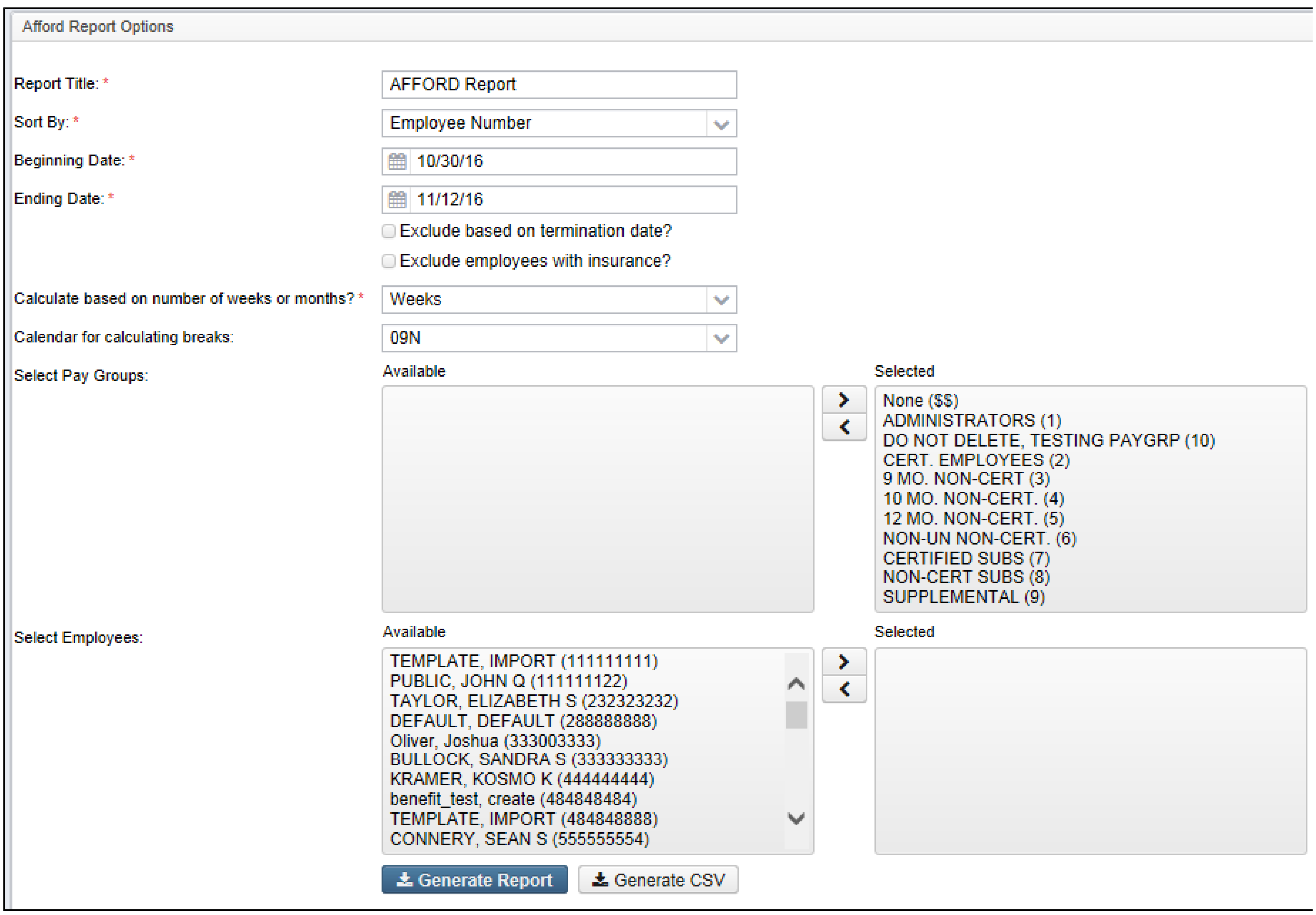
Once you have reviewed the report, you can Generate Submission File

ACH Submission Video

Afford Report

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.



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 < to move it back to the available box.
- **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.

You must select at least one pay group OR one employee in order to create a report.

After you have all the selections entered, you will want to Generate Report or Generate CSV .

Afford Report

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 date.

11/15/16 11:12 AM

Retire Hours For Affordable Care Act Report

JUNIT CITY SCHOOLS

Report Generated By: admin
Sorted By: Employee Number
Beginning Date: 10/30/2016
Ending Date: 11/12/2016
Exclude based on termination date: false
Exclude employees with insurance: false
Calculate based on number of weeks or months: Weeks
Calendar for calculating breaks: 09N
Pay Groups: $$, 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 Hours	Retire Adjust
		11/01/2016			75.00

Total Retire Hours: 0.00
Total Adjustments: 75.00
Total Hours Per Week: 75.00/(14/7) = 37.50 **

Employee #: 888888989 **Name:** CHILDS, JULIA M. Start Date: 10/30/2016 Stop Date: 11/12/2016

Job #	Pay Group	Pay Date	Check #	Retire Hours	Retire Adjust
		11/01/2016			40.00
1	3	11/11/2016	1000007	8.00	

Total Retire Hours: 8.00
Total Adjustments: 40.00
Total Hours Per Week: 48.00/(14/7) = 24.00

Report Summary

TOTAL NUMBER OF EMPLOYEES ON REPORT: 2
TOTAL NUMBER OF EMPLOYEES WITH HOURS/WEEK >= 30: 1
** NEXT TO TOTAL HOURS PER WEEKS INDICATES EMPLOYEE WITH HOURS PER WEEK >= 30

1 of 1

Afford CSV

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	EMPLOYEE_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_RATE
2	888888989	888888989	CHILDS	JULIA	M	20161030	20161112	8	14	2	4	N	34999998	1515.38	1515.38	189.4
3	888888889	888888889	BROCKOVICH	ERIN	H	20161030	20161112	0	14	2	0	N	34999998	744.21	828.8	[illegible]

AFFORD Report Video

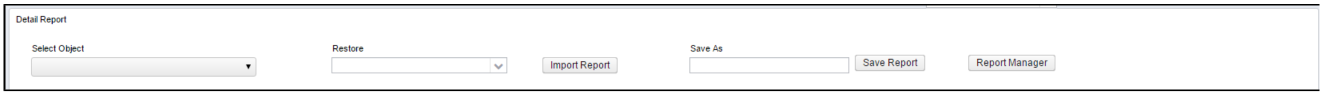
Custom Report Creator

Detail Report

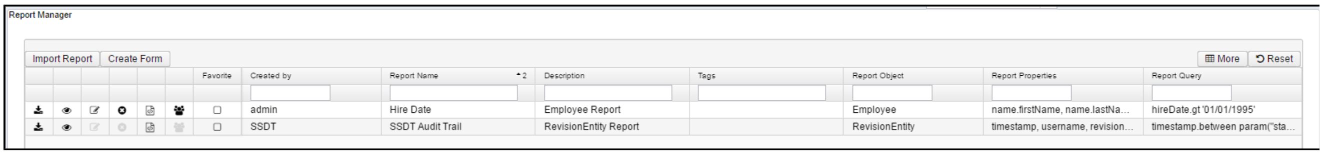
The detail reports option allows for dynamic reporting of all data objects in USPS-R. It allows the user to filter the data using basic or advanced query criteria, determine which columns to include on your report and the order of the columns, and do control breaks with totals. You can output to a variety 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).

Select Object

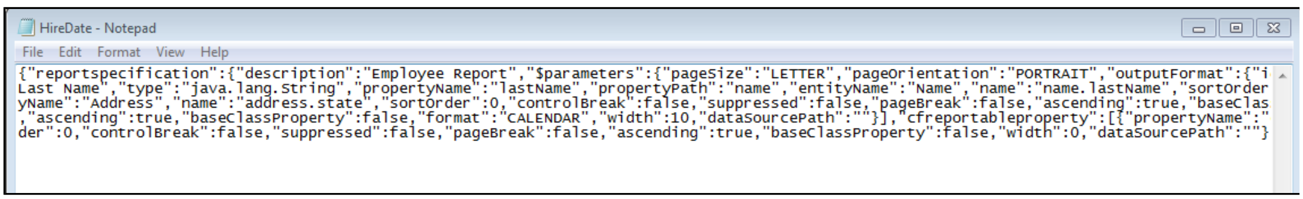
'Select Object' or choose a saved report from the **'Restore'** drop down . A file can be imported by using the **'Import Report'** option.

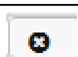


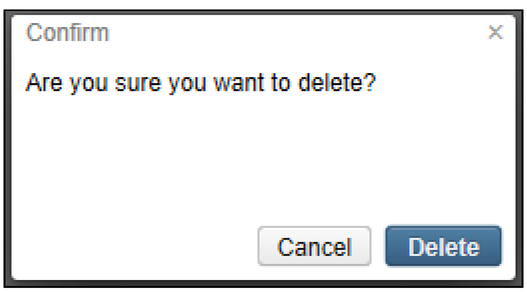
The **'Report Manager'** option gives you a listing of all report definitions saved from the detail report view:



- The  option will allow users to load the properties into the detail report view
- The  option is a download button. Users can download and share their report definitions with anyone by sending them the downloaded file. The recipient could then Import the File (from Detail Report view) and save it to their reports:

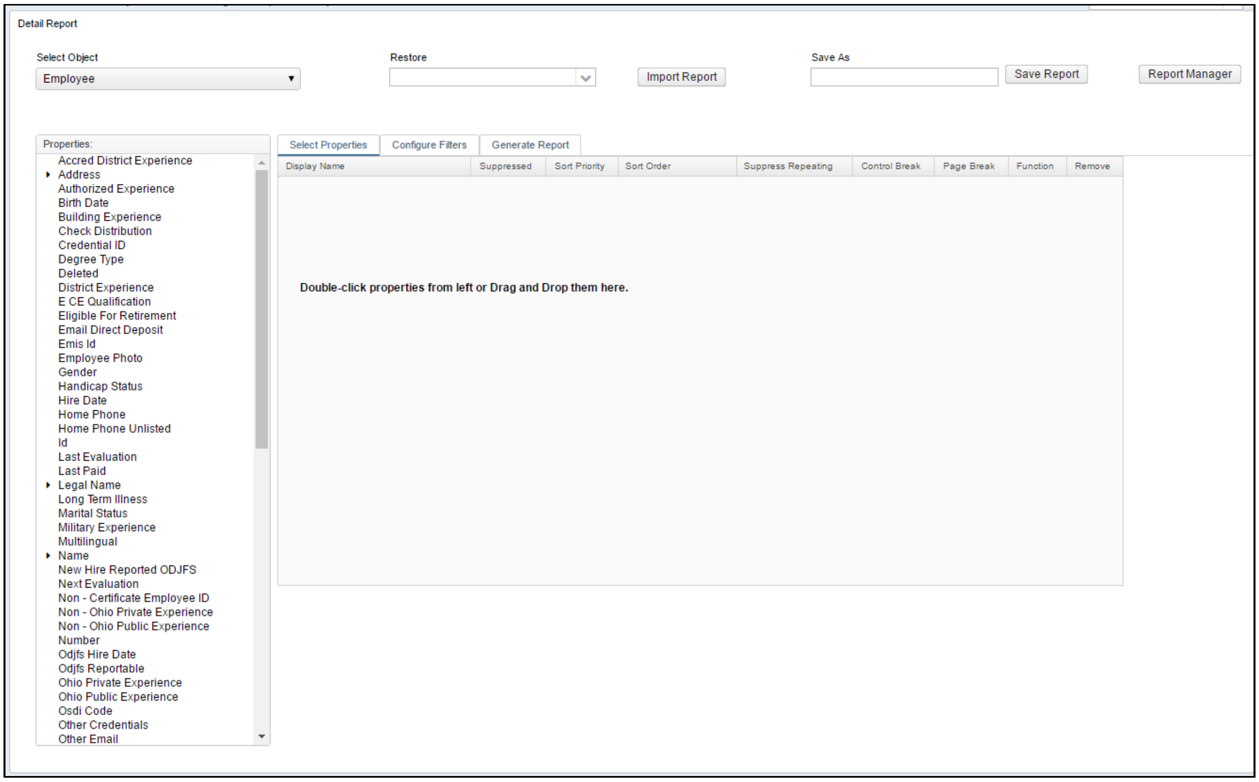


- The  option is used to delete the 'Saved Report Definitions':

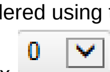


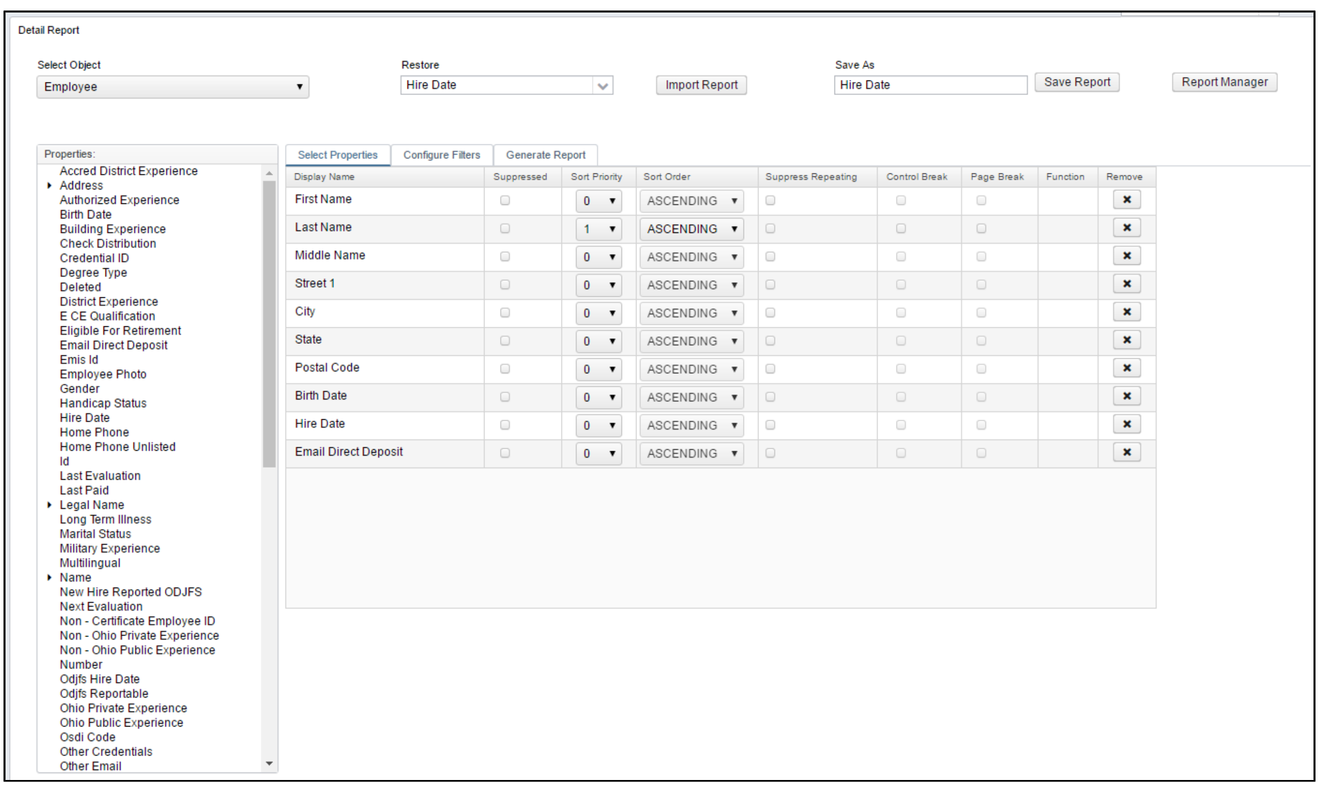
Select Properties

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 selected the desired properties, they can sort the columns as they wish to appear on the report.



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  . Properties selected can be sorted in Ascending or Descending (lowest to highest) order by using the **'Sor t Order'** option.



Customize Properties

For each property, the user may customize the following:

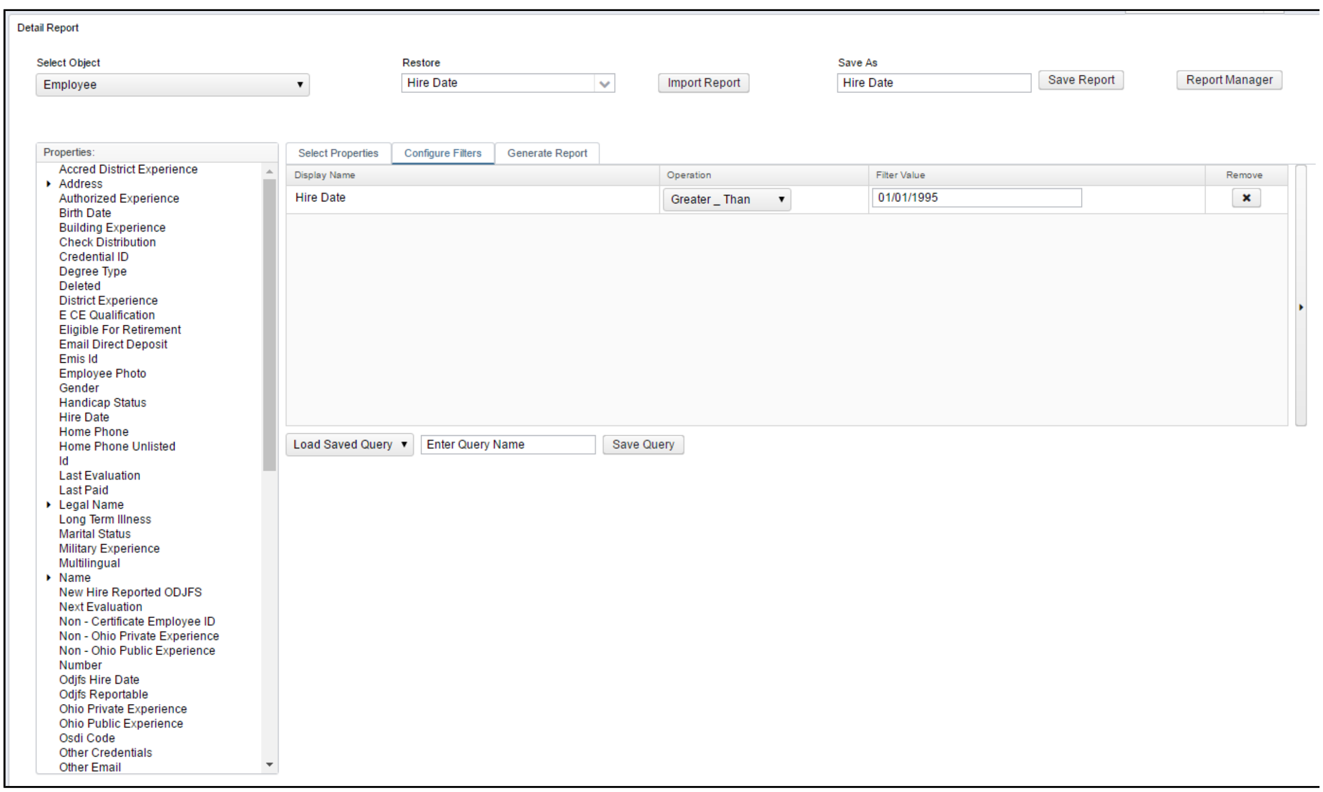
- **Suppressed:** the property will not appear on the report. This is useful if the user selects a property for control break purposes but does not want it to appear on each detail line of the report.
- **Sort Order:** sort the property in ascending (lowest to highest) order
- **Suppress Repeating:** 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.



Display Name is the properties selected

Operation is a process or validation to determine a particular presence or quantity:

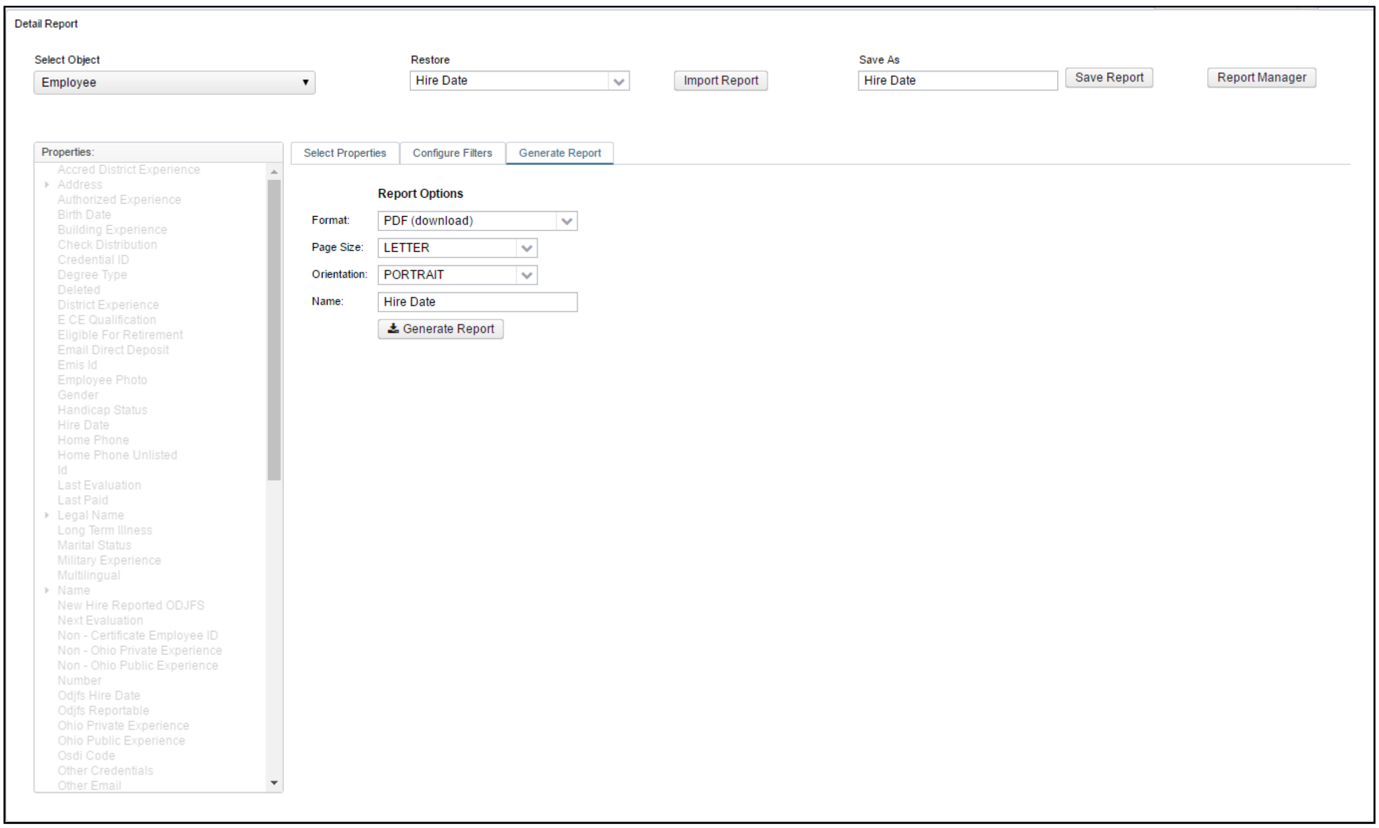
- **Equals**- equal
- **One of -** list of possible values; must be separated by commas
- **Not equals**-not equal

- **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



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

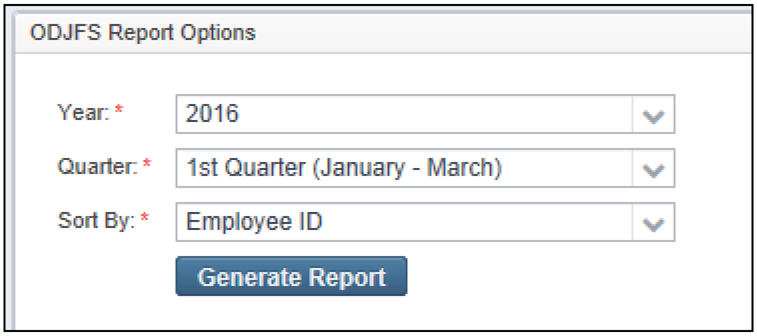
ODJFS Report

ODJFS Report Options

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



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

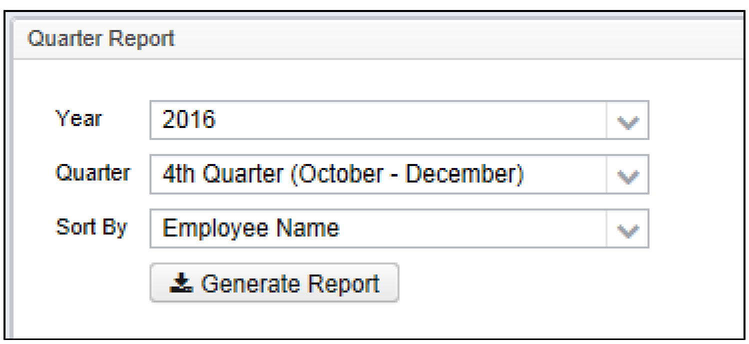
Number of weeks for ODJFS exceeds the maximum possible number of weeks for the quarter (13). Maximum number of weeks for quarter will be reported to ODJFS.

ODJFS Report Video

Quarter Report

Quarter Report

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.



Sample Quarter Report

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 Total	FTD Total	QTD Taxable	YTD Taxable
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: 888888889 **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 Wage:** $1,036.00

Code	QTD Total	YTD Total	FTD Total	QTD Taxable	YTD Taxable
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	$82.69	$82.69	$82.69	$918.80	$918.80
594	$10.00	$10.00	$10.00	$918.80	$918.80

ID: 555555555 **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 Wage:** $0.00

Code	QTD Total	YTD Total	FTD Total	QTD Taxable	YTD Taxable
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, JULIA 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 Wage:** $2,779.49

Code	QTD Total	YTD Total	FTD Total	QTD Taxable	YTD Taxable
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 Total	FTD Total	QTD Taxable	YTD Taxable
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

ID: 555555554 **Name:** CONNERY, SEAN S
Job: 1 **Pos:** ... **Pay Group:** 1 **Bldg/Dept:** 007/102 **QTD Gross:** $1,147.69 **YTD Gross:** $1,147.69 **FTD Gross:** $1,147.69 **Accrued** $0.00

Wage:

Code	QTD Total	YTD Total	FTD Total	QTD Taxable	YTD Taxable
001	$87.15	$87.15	$87.15	$1,167.69	$1,167.69
002	$25.48	$25.48	$25.48	$1,147.69	$1,147.69
003	$11.48	$11.48	$11.48	$1,147.69	$1,147.69
450	$0.00	$0.00	$0.00	$1,147.69	$1,147.69
691	$0.00	$0.00	$0.00	$1,147.69	$1,147.69

ID: 656565656 **Name:** EDWARDS, ANTHONY D

Job: 1 **Pos:** ATHLETIC ... **Pay Group:** 9 **Bldg/Dept:** 002/101 **QTD Gross:** $1,711.54 **YTD Gross:** $1,711.54 **FTD Gross:** $1,711.54 **Accrued Wage:** $4,140.78

Code	QTD Total	YTD Total	FTD Total	QTD Taxable	YTD Taxable
001	$148.63	$148.63	$148.63	$1,557.50	$1,557.50
002	$39.26	$39.26	$39.26	$1,557.50	$1,557.50
004	$8.56	$8.56	$8.56	$1,711.54	$1,711.54
400	$0.00	$0.00	$0.00	$1,711.54	$1,711.54
590	$154.04	$154.04	$154.04	$1,711.54	$1,711.54

ID: 444444444 **Name:** KRAMER, KOSMO K

Job: 1 **Pos:** SCIENCE ... **Pay Group:** 2 **Bldg/Dept:** 002/101 **QTD Gross:** $1,659.04 **YTD Gross:** $1,659.04 **FTD Gross:** $1,659.04 **Accrued Wage:** ($1,016.82)

Code	QTD Total	YTD Total	FTD Total	QTD Taxable	YTD Taxable
001	$178.19	$178.19	$178.19	$1,393.59	$1,393.59
002	$33.69	$33.69	$33.69	$1,413.59	$1,413.59
003	$16.59	$16.59	$16.59	$1,659.04	$1,659.04
004	$8.30	$8.30	$8.30	$1,659.04	$1,659.04
450	$0.00	$0.00	$0.00	$1,659.04	$1,659.04
591	$265.45	$265.45	$265.45	$1,659.04	$1,659.04
603	$26.00	$26.00	$26.00	$1,659.04	$1,659.04

Totals Summary

	QTD Total	YTD Total	FTD Total
Total Gross:	$10,905.05	$10,905.05	$10,905.05
Total Annuities:	$1,205.10	$1,205.10	$1,205.10
Non-Federal Tax Annuities:	$1,205.10	$1,205.10	$1,205.10
Non-Cash Earnings:	$0.00	$0.00	$0.00
Total Adjusted Gross:	$9,699.95	$9,699.95	$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 Income 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' FICA Contributions:	$0.00	(Picked up by board:	$0.00)
QTD Employer's FICA Contributions:	$0.00		
Line 5C) QTD Medicare Taxable Wages:	$0.00		
QTD Employees' Medicare Contributions:	$0.00	(Picked up by board:	$0.00)
QTD Employer's Medicare Contributions:	$0.00		
Line 11) Federal Withholding Deposits:	$918.12		

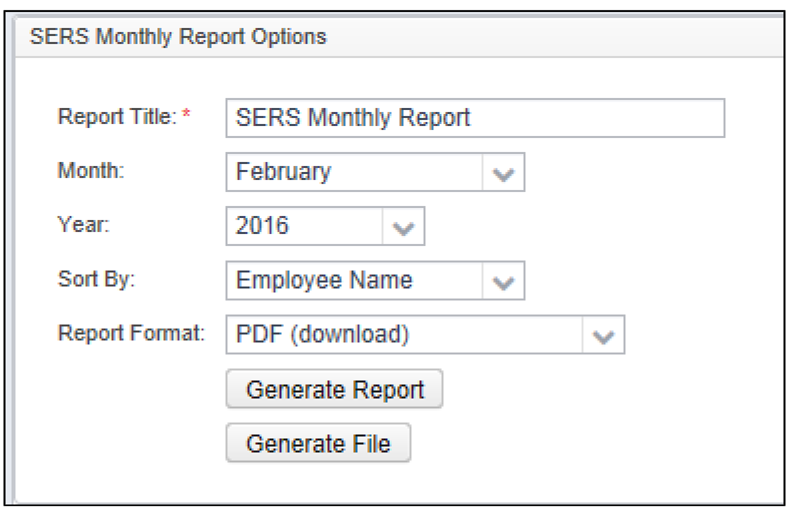
Quarter Report Video

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.



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

Generate Report

After selecting your options you can then

Generate File

After you are verified the report and made any necessary changes, you will then . This will create a .csv file that can be 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

Member Name	SSN	Retired Rehire	Member Earnings	Member Deposits	Employer Pick Up	Days Paid	Hours Paid	Member Earnings FTD	Member Deposits FTD	Employer Pick Up FTD	Days Paid FTD	Hours Paid FTD
BROCKOVICH, ERIN H.	888888888	false	828.80	0.00	74.59	0.00	0.00	828.80	0.00	74.59	0.00	0.00
CHILDS, JULIA M.	888888989	false	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	1,711.54	0.00	154.04	0.00	0.00	1,711.54	0.00	154.04	0.00	0.00

Employees:	**3**		
Member Earnings:	**$3.655.72**	**Member Earnings FTD:**	**$3.655.72**
Member Deposits:	**$0.00**	**Member Deposits FTD:**	**$0.00**
Employer Pick Up:	**$228.63**	**Employer Pick Up FTD:**	**$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

Warning Messages

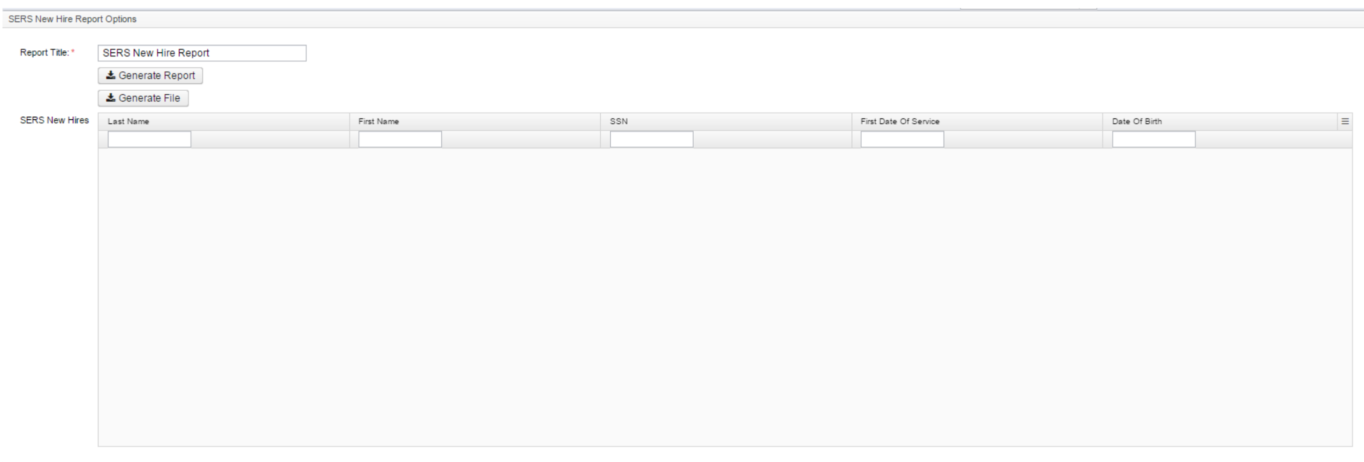
No compensation to calculate hours in a day for potential partial dock absence for employee number XXXXXXXXX, activity date: Sat Feb 01 00:00:00 EST 2014, unit: Daily, length: 1

SERS Monthly Report Video

SERS New Hire Report

SERS New Hire Report Options

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
3. Generate the submission file by clicking Generate File 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 employee box checked New Employee and hold a position that has SERS 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.

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 • Must contain eight zeroes
4	16	Field 4	8	For future use • Must contain eight zeroes
5	24	Record Count	6	Indicates the number of detail (Enrollment) records present under the header • Must be numeric • 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.)
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 • Must contain spaces

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	The Social Security Number of the employee. • It must be numeric • It cannot be blank
3	12	Last Name	25	Employee's last name • It cannot be blank
4	37	First Name	25	Employee's first name • It cannot be blank

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 • IV • V • MD • CPA • ESQ
8	105	Employer ID	5	A unique five-digit number assigned to each employer by SERS. • It cannot be blank
9	110	Address1	50	Address 1 line of the employee's address. • It can be alphanumeric • It cannot be blank
10	160	Address2	50	Address 2 line of the employee's address. • It can be alphanumeric • It can be blank
11	210	Suite	10	The suite, apartment, unit or building of the employee's address. • It can be blank.
12	220	City	50	The city where the employee resides. • It can be alphabetic • It cannot be blank
13	270	State	2	The two letter state code of the employee's address. • It must be two character alphabetic. • It must follow the standard two character code, e. g. OH or Mo. • It cannot be blank.
14	272	Zip	5	Zip code of the employee's address • It must be numeric • It cannot be blank

15	277	Zip4	4	Zip +4 of the employee's address • It must be numeric • It can be blank
16	281	Date of Birth	8	Date of Birth of the employee. • It must be numeric • It cannot be blank • Format is CCYYMMDD Example: 19750101 (The first four digits should represent the year, followed by a two-digit month and a two-digit day. 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.
17	289	Gender	1	Gender of the employee • M for Male or F for Female • It cannot be blank
18	290	First Date of Service	8	Employee's first date of service • It must be numeric • It cannot be blank • Format is CCYYMMDD Example: 19750101 (The first four digits should represent the year, followed by a two-digit month and a two-digit day. 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.
19	298	Job Classification	2	Job classification of the employment • Allows two-digit numbers • It cannot be blank Valid values include: • 01 Administrative • 02 Clerical/Secretarial • 03 Custodial/Maintenance • 04 Educational Aide • 05 Food Service • 06 Transportation • 07 School Board Member • 08 Supplemental • 09 Other
20	300	Field 20	1	For future use • It must contain the letter N. • It cannot be blank.
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 • Must contain eight zeroes

23	312	Phone number	10	Phone number of the employee • It can be blank • Only numbers are allowed • Must be 10 numeric digits
24	322	Email	50	Email address of the employee • It can be blank • If not blank, it must be alphanumeric and dot (.) and at symbol (@) are required

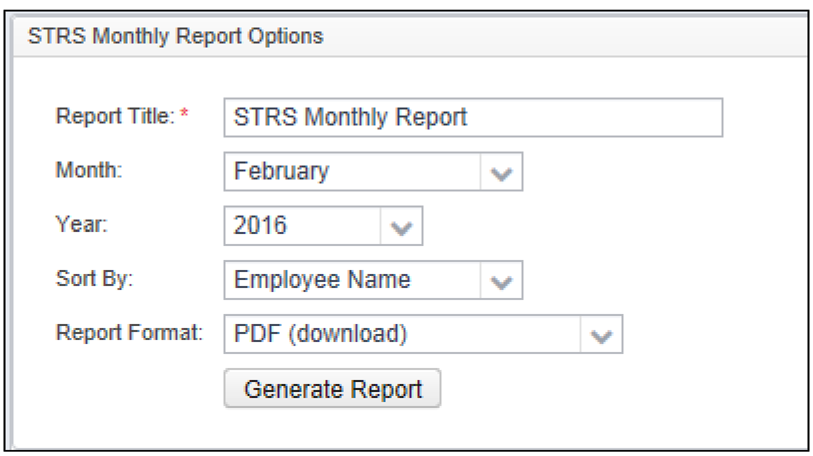
Record size = 371

SERS New Hire Report Video

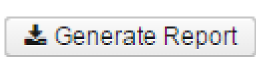
STRS Monthly Report

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.



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

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

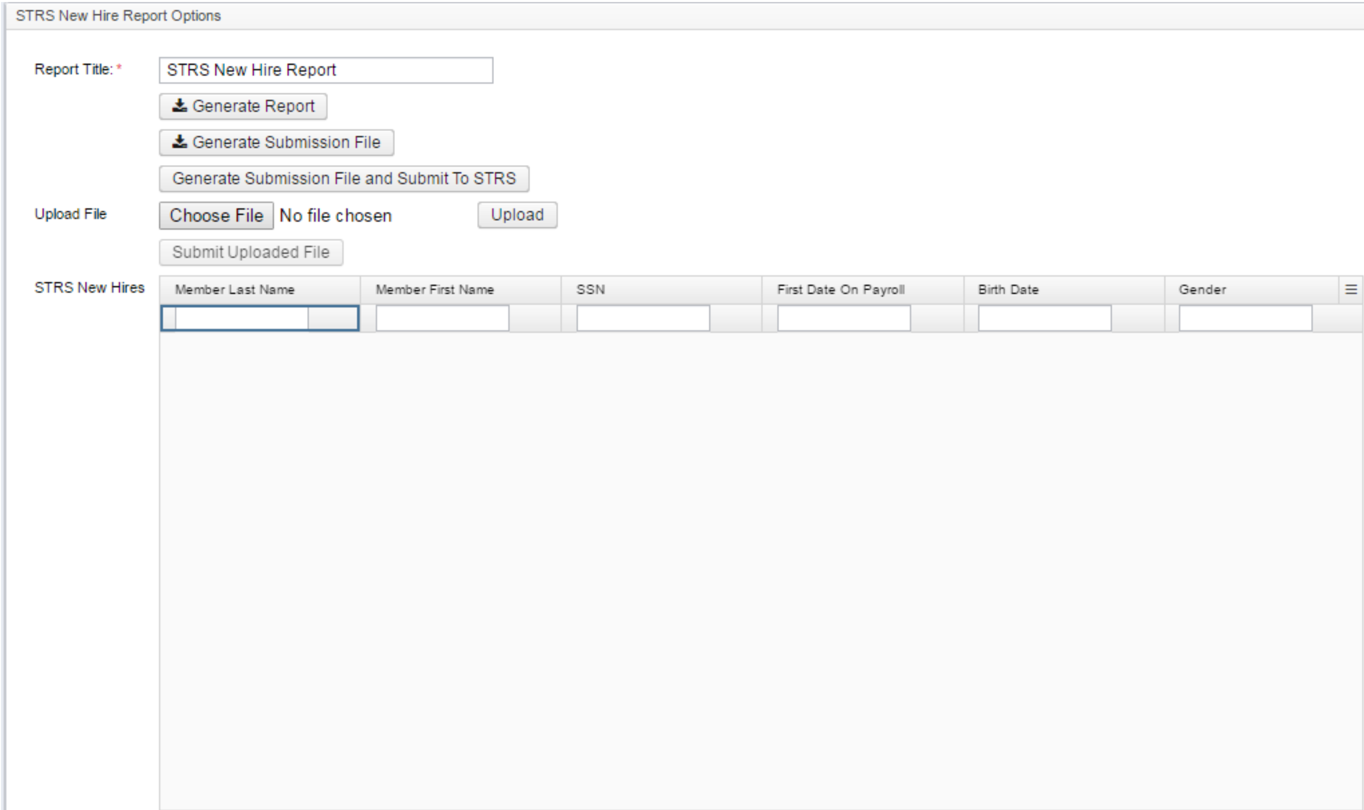
STRS Monthly Report Video

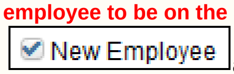
STRS New Hire Report

STRS New Hire Report Options

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 Report
3. 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 Generate Submission File and then *at a later time* you can submit it to STRS. At a later date you would perform the following:
            1. Find the STRS New Hire csv file and click the Browse...
            2. Upload the file by clicking Upload
            3. Submit the file by clicking Submit Uploaded File



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 

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) ZZZZZZZZ9	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

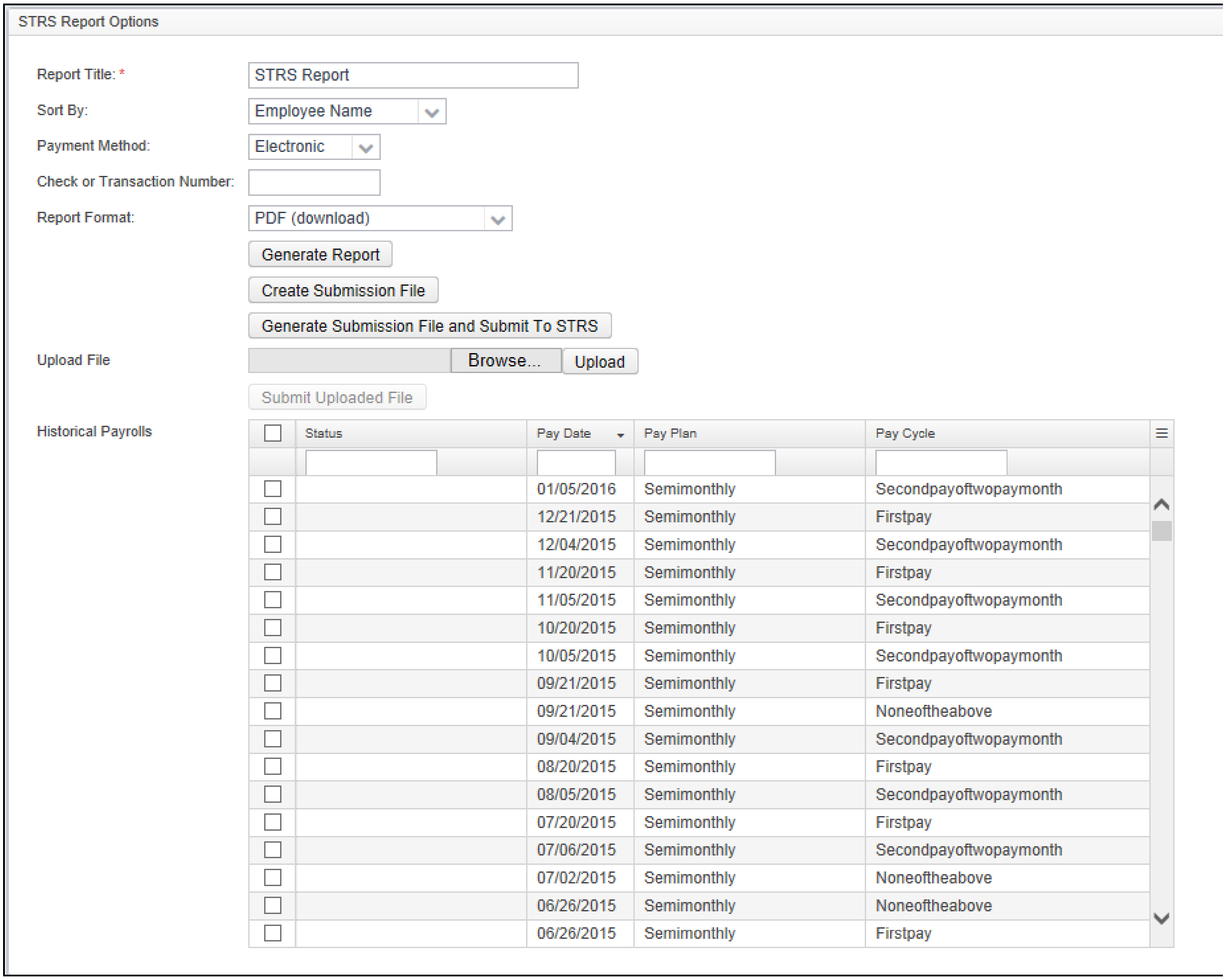
12	Zip Code	Code assigned by United States Postal Service (USPS) to identify a specific geographic delivery area	141	5	Integer(5) ZZZZ9	Required (Domestic address)	Numeric
13	ARP	Identifies higher education faculty eligible to elect an alternative retirement plan (ARP). Note: Only applicable to college & 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 Options



STRS Report Options

Report Title: * STRS Report

Sort By: Employee Name

Payment Method: Electronic

Check or Transaction Number:

Report Format: PDF (download)

Generate Report

Create Submission File

Generate Submission File and Submit To STRS

Upload File Browse... Upload

Submit Uploaded File

Historical Payrolls

	Status	Pay Date	Pay Plan	Pay Cycle
☐		01/05/2016	Semimonthly	Secondpayoftwopaymonth
☐		12/21/2015	Semimonthly	Firstpay
☐		12/04/2015	Semimonthly	Secondpayoftwopaymonth
☐		11/20/2015	Semimonthly	Firstpay
☐		11/05/2015	Semimonthly	Secondpayoftwopaymonth
☐		10/20/2015	Semimonthly	Firstpay
☐		10/05/2015	Semimonthly	Secondpayoftwopaymonth
☐		09/21/2015	Semimonthly	Firstpay
☐		09/21/2015	Semimonthly	Noneoftheabove
☐		09/04/2015	Semimonthly	Secondpayoftwopaymonth
☐		08/20/2015	Semimonthly	Firstpay
☐		08/05/2015	Semimonthly	Secondpayoftwopaymonth
☐		07/20/2015	Semimonthly	Firstpay
☐		07/06/2015	Semimonthly	Secondpayoftwopaymonth
☐		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] to send the Submission file *immediately* to STRS.
    2. **To generate the submission file at a later date:**
        1. Click on [Create Submission File] and then *at a later time* you can submit it to STRS. At a later date you would perform the following:
            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]
            3. Submit the file by clicking on [Submit Uploaded File]

STRS Report Video

ODJFS New Hire Report

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.

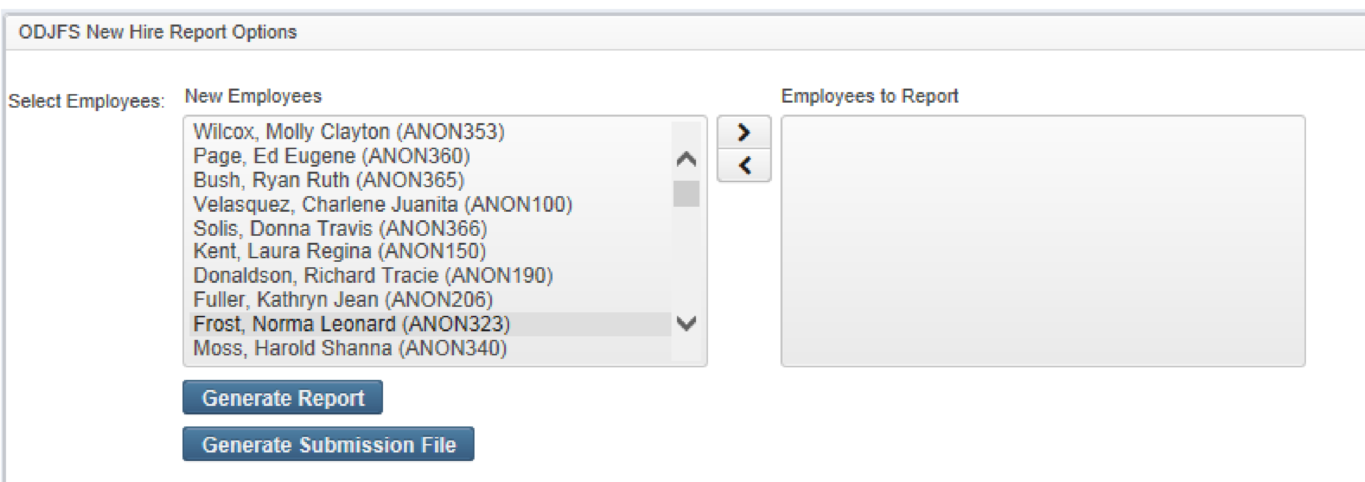
When employees are added to the Payroll files, the 'New Hire Reported ODJFS' field in the Employee module is either blank or a check mark. A blank indicates the employee has not been reported to the Ohio Dept of Human Services yet and a check mark shows that the employee has been reported.

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.



ODJFS New Hire Report Video

W2 Report

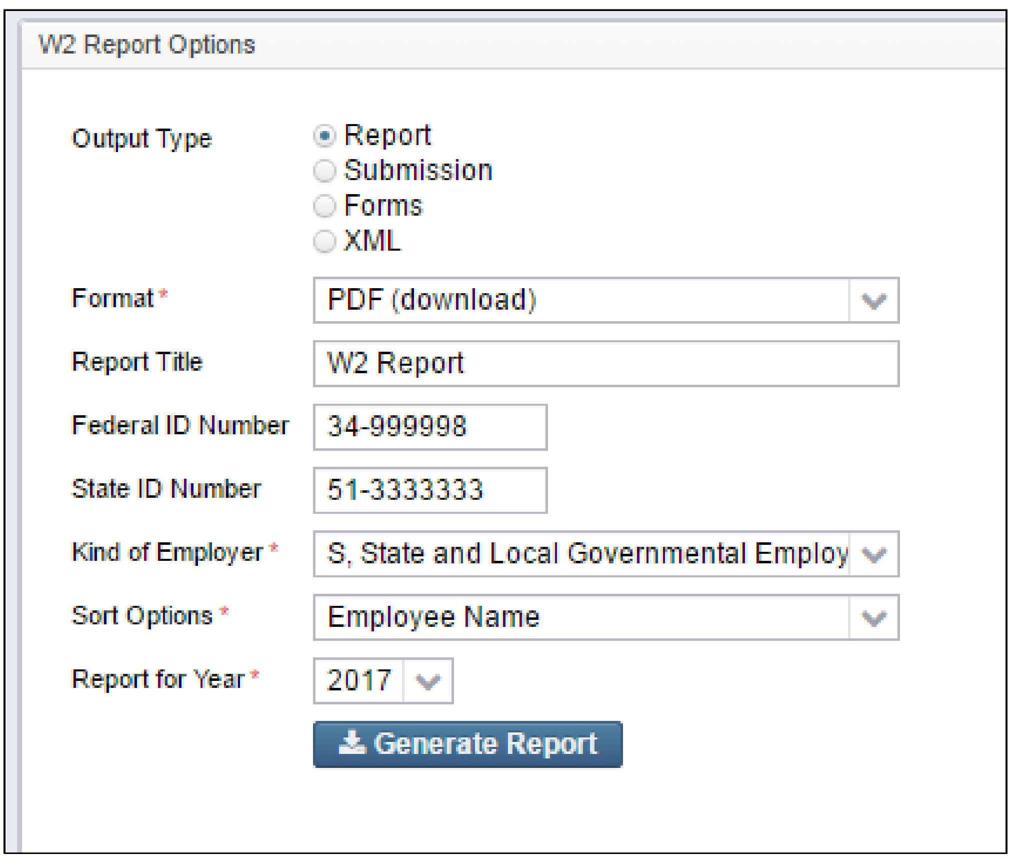
The W2 Report module creates a report used for reporting W2 wage information at calendar year end.

W2 Report Options

Output Type -

- **Reports**
- **Submission**
- **Forms**
- **XML**

Creating a W2 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:

W2 Report

JUNIT CITY SCHOOLS

Report Generated By: admin

For Calendar Year: 2017

Report Sorted By: Employee Name

Federal ID Number: 34-999998 **State ID Number:** 51-3333333 **Kind of Employer:** S

FULL FICA AND NON-MEDICARE EMPLOYEES

Control #: 1 **SSN:** 888888888 **Name:** TIMOTHY M ALLEN

Code	Desc	Tax Withheld	Taxable Gross	Total Gross	Annuities
001	FED	264.12	2,904.84	3,202.70	297.86
002	OHIO	71.32	2,904.84	3,202.70	297.86
003	HOLLYWOOD	32.02	3,202.70	3,202.70	0.00

Retire Plan Box Checked

Control #: 2 **SSN:** 888888889 **Name:** ERIN H BROCKOVICH

Code	Desc	Tax Withheld	Taxable Gross	Total Gross	Annuities
001	FED	83.24	1,498.42	1,657.60	159.18
002	OHIO	24.56	1,498.42	1,657.60	159.18
004	STARS	8.28	1,657.60	1,657.60	0.00
008	CITY	165.76	1,657.60	1,657.60	0.00

Retire Plan Box Checked

Control #: 3 **SSN:** 888888989 **Name:** JULIA M CHILDS

Code	Desc	Tax Withheld	Taxable Gross	Total Gross	Annuities
001	FED	81.51	1,115.38	1,115.38	0.00
002	OHIO	24.40	1,115.38	1,115.38	0.00

Retire Plan Box Checked

Control #: 4 **SSN:** 979797979 **Name:** GLENN A. CLOSE

Code	Desc	Tax Withheld	Taxable Gross	Total Gross	Annuities
001	FED	563.40	4,900.06	5,402.50	502.44
002	OHIO	147.96	4,900.06	5,402.50	502.44
003	HOLLYWOOD	54.02	5,402.50	5,402.50	0.00

Retire Plan Box Checked

Control #: 5 **SSN:** 555555554 **Name:** SEAN S CONNERY

Code	Desc	Tax Withheld	Taxable Gross	Total Gross	Annuities
001	FED	106.35	1,147.69	1,147.69	0.00
002	OHIO	25.48	1,147.69	1,147.69	0.00
003	HOLLYWOOD	11.48	1,147.69	1,147.69	0.00

Retire Plan Box Checked

Control #: 6 **SSN:** 444444444 **Name:** KOSMO K KRAMER

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

Federal ID Number: 34-999998 **State ID Number:** 51-3333333 **Kind of Employer:** S

Code	Desc	Tax Withheld	Taxable Gross	Total Gross	Annuities
004	STARS	22.85	4,568.08	4,568.08	0.00
	Retire Plan Box Checked				

Employee Type Summary

Code	Description	Count	Tax Withheld	Taxable Gross	Total Gross	Annuities
001	FED	6	$1,746.86	$15,609.64	$17,093.95	$1,484.31
	403(B)		$100.00			
002	OHIO	6	$448.83	$15,609.64	$17,093.95	$1,484.31
003	HOLLYWOOD	4	$143.20	$14,320.97	$14,320.97	$0.00
004	STARS	2	$31.13	$6,225.68	$6,225.68	$0.00
008	CITY	1	$165.76	$1,657.60	$1,657.60	$0.00

MEDICARE QUALIFIED EMPLOYEES

Control #: 7 **SSN:** 333333333 **Name:** SANDRA S BULLOCK

Code	Desc	Tax Withheld	Taxable Gross	Total Gross	Annuities
001	FED	169.20	1,700.00	1,923.08	223.08
	403(B)	50.00			
002	OHIO	44.81	1,700.00	1,923.08	223.08
004	STARS	9.62	1,923.08	1,923.08	0.00
692	MEDICARE	0.00	1,923.08	1,923.08	0.00
	Retire Plan Box Checked				

Employee Type Summary

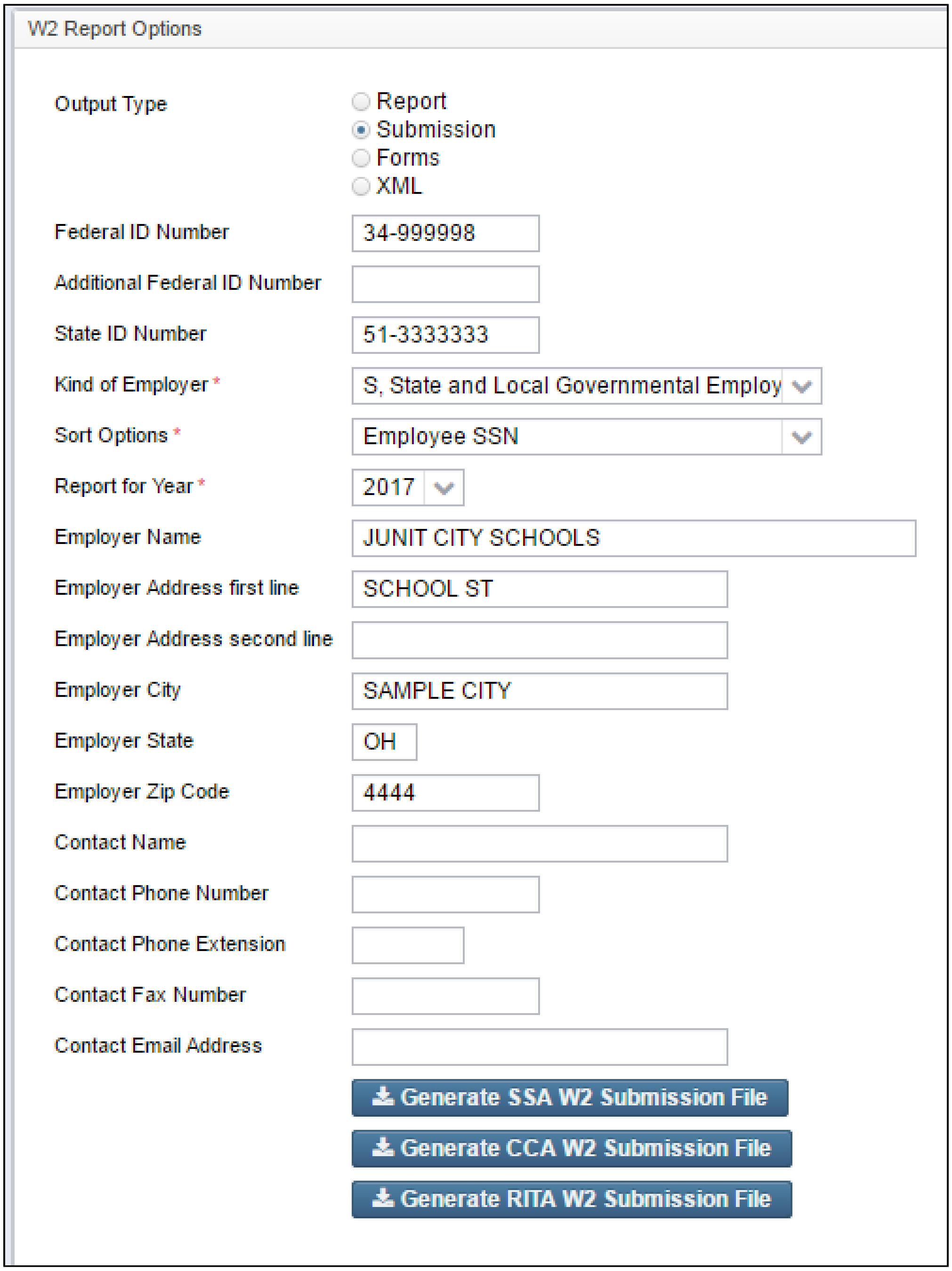
Code	Description	Count	Tax Withheld	Taxable Gross	Total Gross	Annuities
001	FED	1	$169.20	$1,700.00	$1,923.08	$223.08
	403(B)		$50.00			
002	OHIO	1	$44.81	$1,700.00	$1,923.08	$223.08
004	STARS	1	$9.62	$1,923.08	$1,923.08	$0.00
692	MEDICARE	1	$0.00	$1,923.08	$1,923.08	$0.00

Report Summary

Code	Description	Count	Tax Withheld	Taxable Gross	Total Gross	Annuities
001	FED	7	$1,916.06	$17,309.64	$19,017.03	$1,707.39
	403(B)		$150.00			
002	OHIO	7	$493.64	$17,309.64	$19,017.03	$1,707.39
003	HOLLYWOOD	4	$143.20	$14,320.97	$14,320.97	$0.00
004	STARS	3	$40.75	$8,148.76	$8,148.76	$0.00
008	CITY	1	$165.76	$1,657.60	$1,657.60	$0.00
692	MEDICARE	1	$0.00	$1,923.08	$1,923.08	$0.00

Total Number of W2 Forms to be Printed: 7

Creating the 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: 1112223333

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: (~!#$%^&*_+{}|?'-= / `)

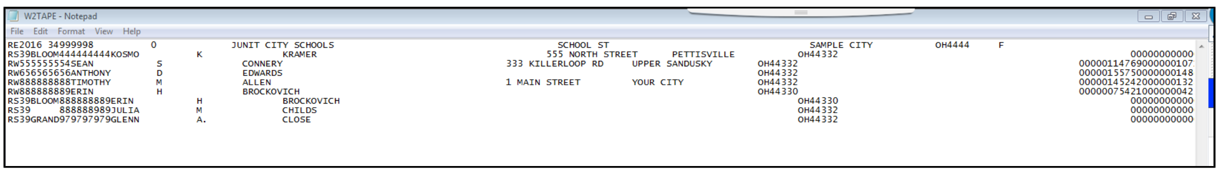
After selecting your choices, you are ready to:

Generate SSA W2 Submission File

Generate CCA W2 Submission File

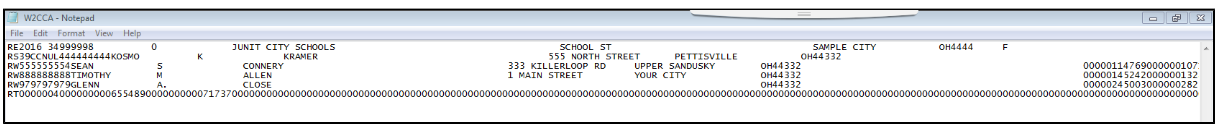
Generate RITA W2 Submission File

Creates W2TAPE Submission file:

- Generate SSA W2 Submission File
- 

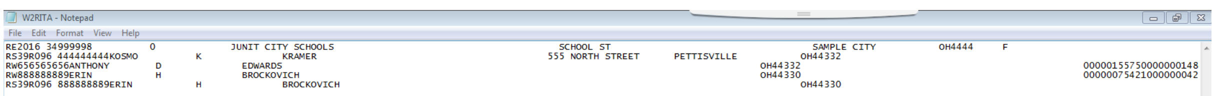
```
W2TAPE - Notepad
File  Edit  Format  View  Help
RE2016 34999998        0          JUNIT CITY SCHOOLS                                        SCHOOL ST                                SAMPLE CITY          OH4444     F
RS39BLOOM444444444KOSMO       K               KRAMER                                       555 NORTH STREET      PETTISVILLE          OH44332                                  00000000000
RW555555554SEAN          S             CONNERY                                    333 KILLERLOOP RD     UPPER SANDUSKY       OH44332                                 0000011476900000107
RW656565656ANTHONY       D             EDWARDS                                                                               OH44332                                 0000015575000000148
RW888888888TIMOTHY       M             ALLEN                                      1 MAIN STREET         YOUR CITY            OH44332                                 0000014524200000132
RW888888889ERIN          H             BROCKOVICH                                                                            OH44330                                 0000007542100000042
RS39BLOOM888888889ERIN        H               BROCKOVICH                                                                          OH44330                                  00000000000
RS39     888888989JULIA       M               CHILDS                                                                              OH44332                                  00000000000
RS39GRAND979797979GLENN       A.              CLOSE                                                                               OH44332                                  00000000000
```

Creates CCA W2 Submission file:

- Generate CCA W2 Submission File
- 

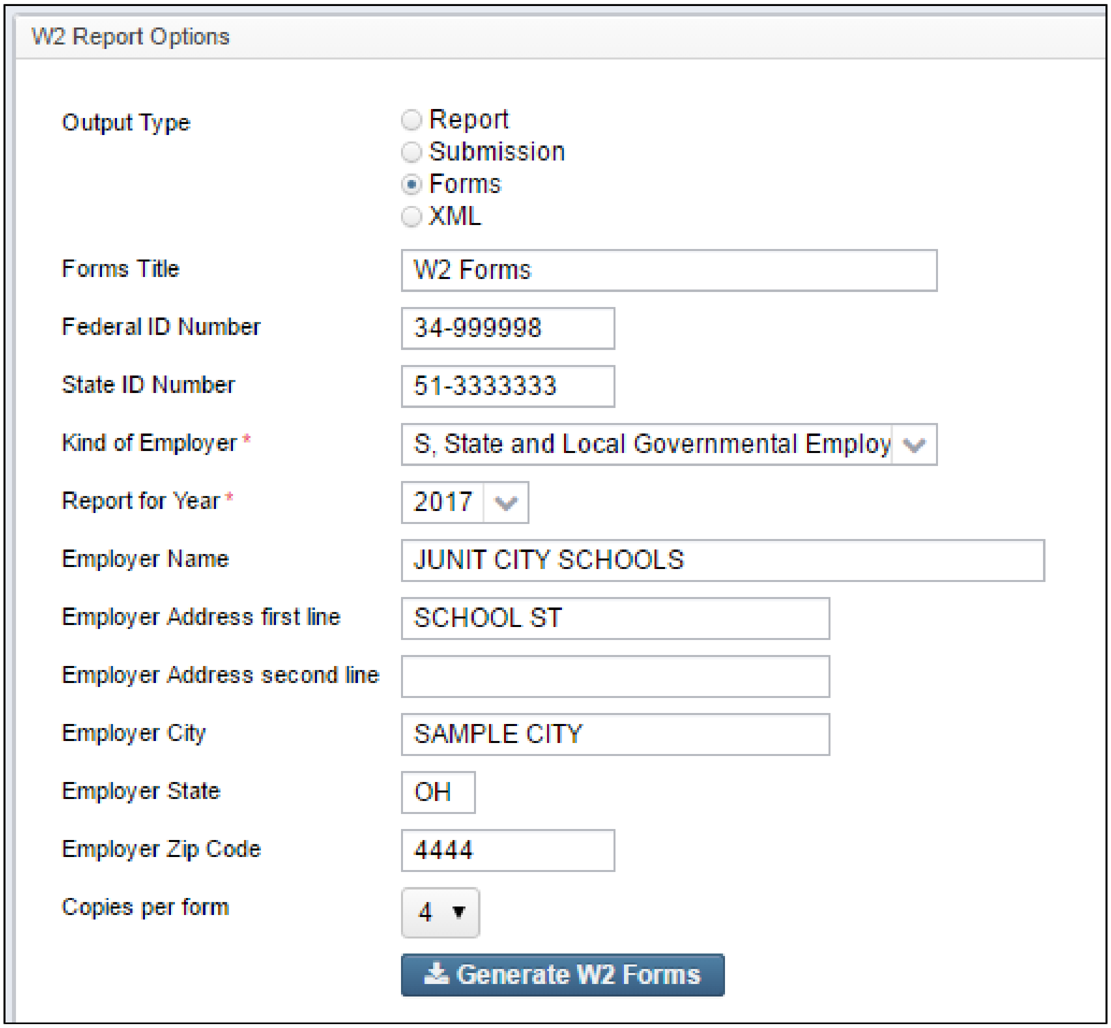
```
W2CCA - Notepad
File  Edit  Format  View  Help
RE2016 34999998        0          JUNIT CITY SCHOOLS                                        SCHOOL ST                                SAMPLE CITY          OH4444     F
RS39CCNUL444444444KOSMO       K               KRAMER                                       555 NORTH STREET      PETTISVILLE          OH44332
RW555555554SEAN          S             CONNERY                                    333 KILLERLOOP RD     UPPER SANDUSKY       OH44332                                 0000011476900000107
RW888888888TIMOTHY       M             ALLEN                                      1 MAIN STREET         YOUR CITY            OH44332                                 0000014524200000132
RW979797979GLENN         A.            CLOSE                                                                                 OH44332                                 0000024500300000282
RT0000004000000000655489000000000071737000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000
```

Creates RITA W2 Submission File:

- Generate RITA W2 Submission File
- 

```
W2RITA - Notepad
File  Edit  Format  View  Help
RE2016 34999998        0          JUNIT CITY SCHOOLS                                        SCHOOL ST                                SAMPLE CITY          OH4444     F
RS39R096 444444444KOSMO       K               KRAMER                                       555 NORTH STREET      PETTISVILLE          OH44332
RW656565656ANTHONY       D             EDWARDS                                                                               OH44332                                 0000015575000000148
RW888888889ERIN          H             BROCKOVICH                                                                            OH44330                                 0000007542100000042
RS39R096 888888889ERIN        H               BROCKOVICH                                                                          OH44330
```

Create W2 Forms



Example of a W2 Form:

a Employee's soc. Sec. no. 444-44-4444	1 Wages, tips, other comp. 4043.25	2 Federal income tax withheld 648.24
b Employer ID number (EIN) 34-999998	3 Social security wages	4 Social security tax withheld
	5 Medicare wages and tips	6 Medicare tax withheld

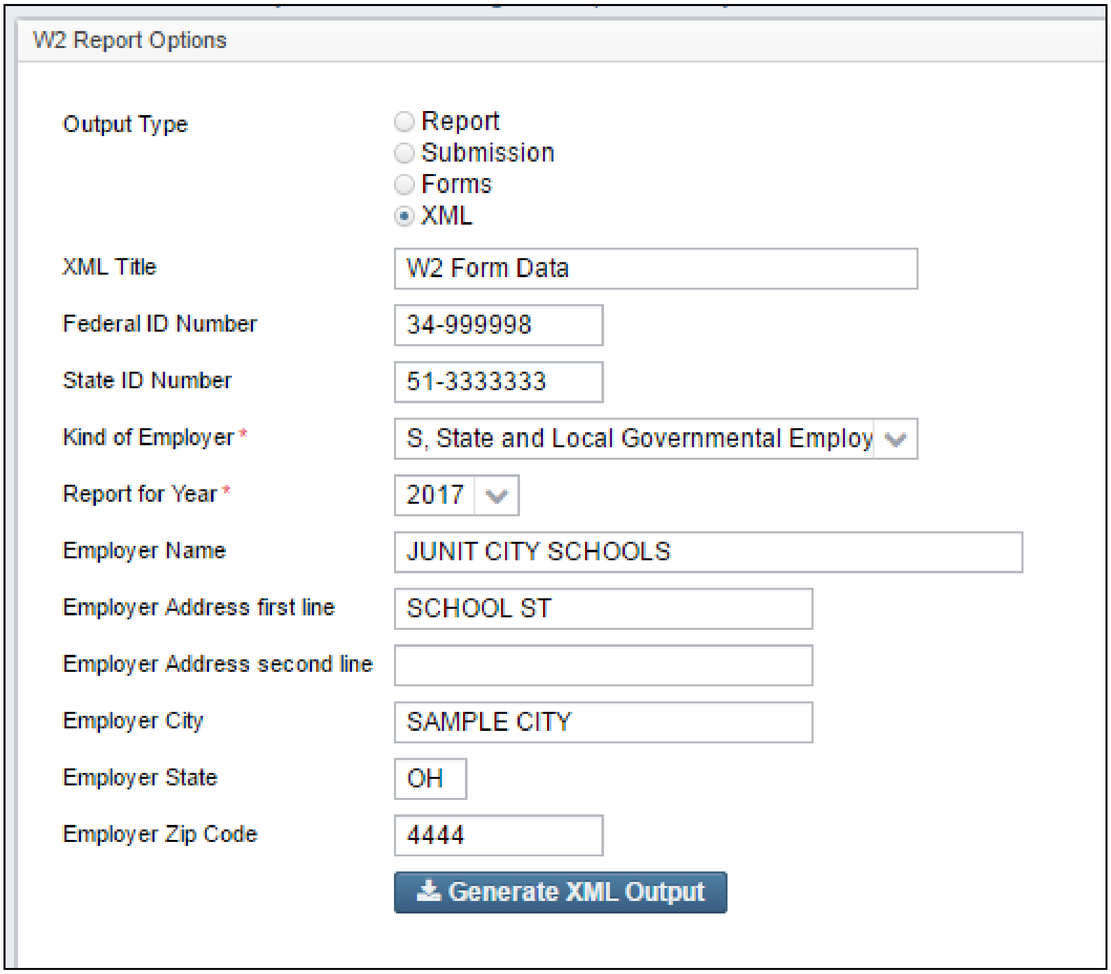
JUNIT CITY SCHOOLS
SCHOOL ST
SAMPLE CITY OH 4444

0000001

KOSMO K KRAMER
555 North Street
Pettisville OH 44332

7 Social security tips	8 Allocated tips	9
10 Dependent care benefits	11 Nonqualified plans	12a Code E 100.00
13 Statutory employee	14 Other	12b Code
Retirement plan X		12c Code
Third-party sick pay		12d Code
OH 51-3333333	4043.25	155.11
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	45.68	HOLLYWOOD

Create W2 XML:



W2 Report Options

Output Type	○ Report ○ Submission ○ Forms ◉ XML
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
	Generate XML Output

Example of a W2 Form Data XML:

```
<?xml version="1.0"?>
- <W2FormList>
  - <W2Form>
      <taxYear>2017</taxYear>
      <ssn>444-44-4444</ssn>
      <employeeNumber>444444444</employeeNumber>
      <employerID>34-999998</employerID>
      <employerAddress1>JUNIT CITY SCHOOLS</employerAddress1>
      <employerAddress2>SCHOOL ST</employerAddress2>
      <employerAddress3>SAMPLE CITY OH 4444</employerAddress3>
      <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>
    - <stateItems>
        <abbrev>OH</abbrev>
        <id>51-3333333</id>
        <wages>4043.25</wages>
        <taxWithheld>155.11</taxWithheld>
      </stateItems>
    - <localItems>
        <localityName>STARS</localityName>
        <wages>4568.08</wages>
        <taxWithheld>22.85</taxWithheld>
      </localItems>
    - <localItems>
        <localityName>HOLLYWOOD</localityName>
        <wages>4568.08</wages>
        <taxWithheld>45.68</taxWithheld>
      </localItems>
    - <box12Items>
        <code>E</code>
        <amount>100.00</amount>
      </box12Items>
    </W2Form>
```

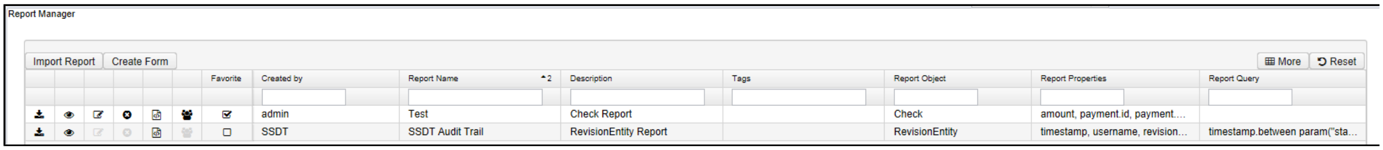

W2 Report Video

Report Manager

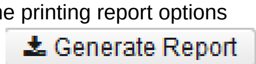
- Generate and Download Report/Share Saved Report
- View Saved Report
- Edit Name, Description and Tags
- Delete Saved Reports
- Download Report Definition
- Share Saved Report via a Role
- Favorite

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.



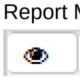
Generate and Download Report/Share Saved Report

1. From the Report Menu select 'Report Manager'
2. Click on  beside the desired report
3. Enter in the printing report options
4. Click on 

> 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

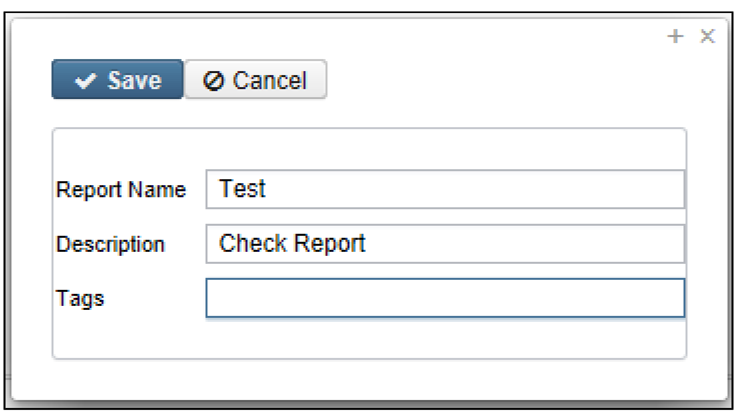
1. From the Report Menu select 'Report Manager'
2. Click on  beside the desired report

> 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.



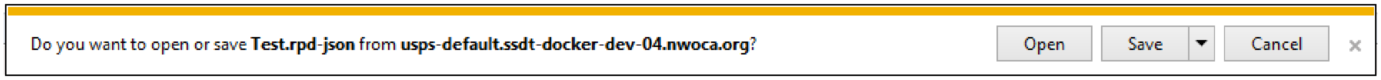
Delete Saved Reports

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.

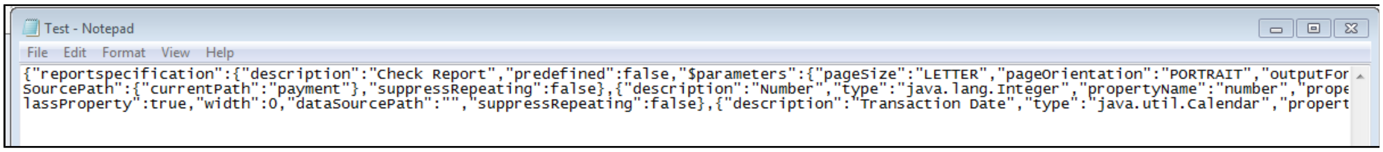
Download Report Definition

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

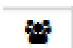


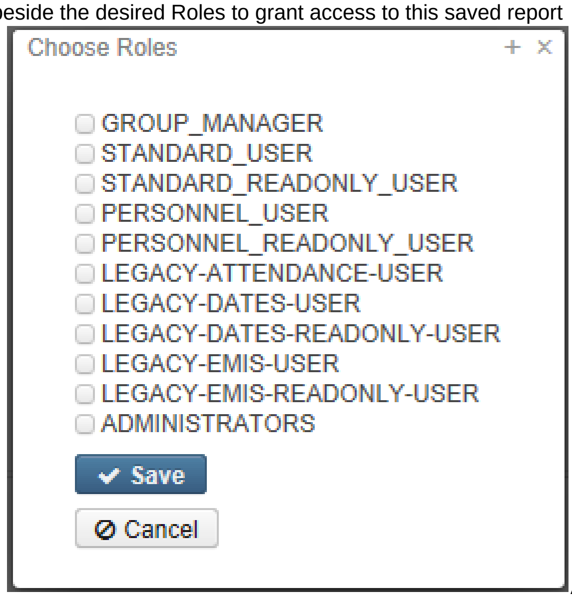
Example of a 'Report Definitions':



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



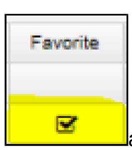
   1. Any user with the checked Role will now see the report in their 'Report Manager'.

5. Click on 

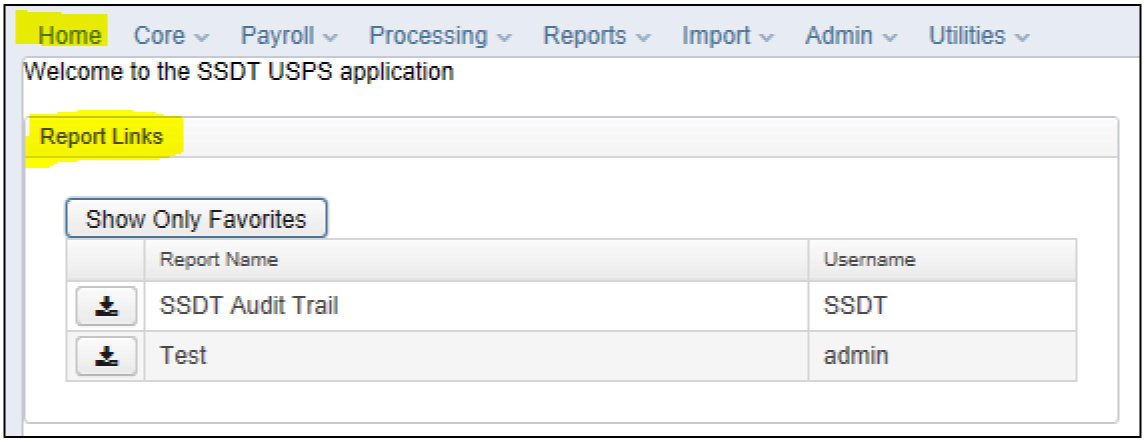
to save the change or click on 

to return to the Report Manager grid and not assign the report to a role.

Favorite

A report can be marked as a 'Favorite' 

and it will show up on the 'Home' option page under the 'Report Links' Favorites



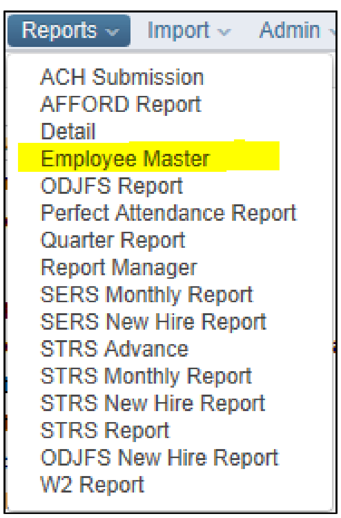
Employee Master

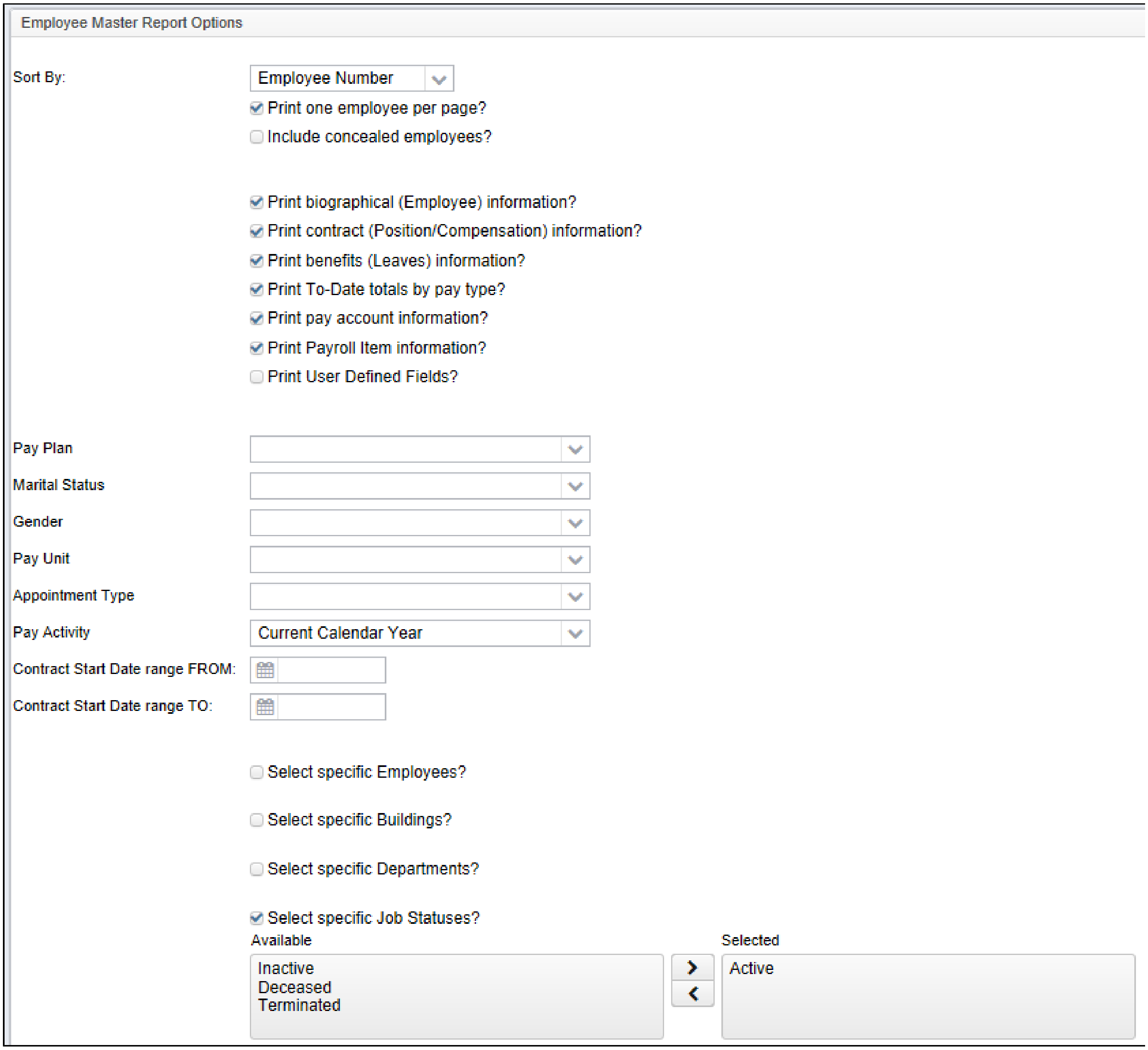
- Create an Employee Master Listing
- Sample Report of Employee Master Listing

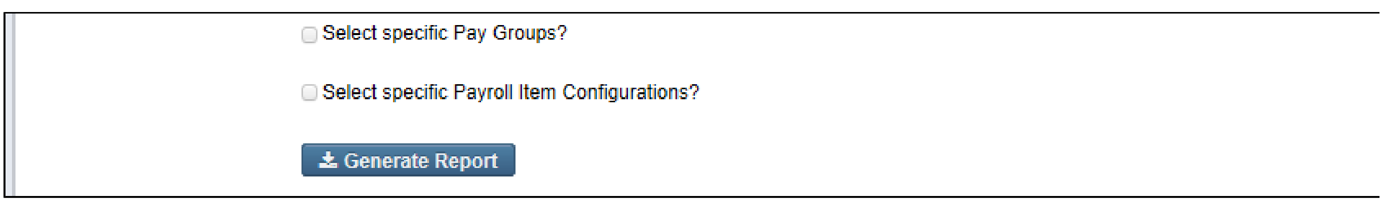
The Employee Master Listing is a report that reflects the Core program data element fields. The report may be run for all employees or specific employees. Selection choices determine which employees will appear on the report. Only those employees meeting all criteria selected will be reported.

Create an Employee Master Listing

Go to Reports/Employee Master:







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

- Certificated
- Classified

Pay Activity

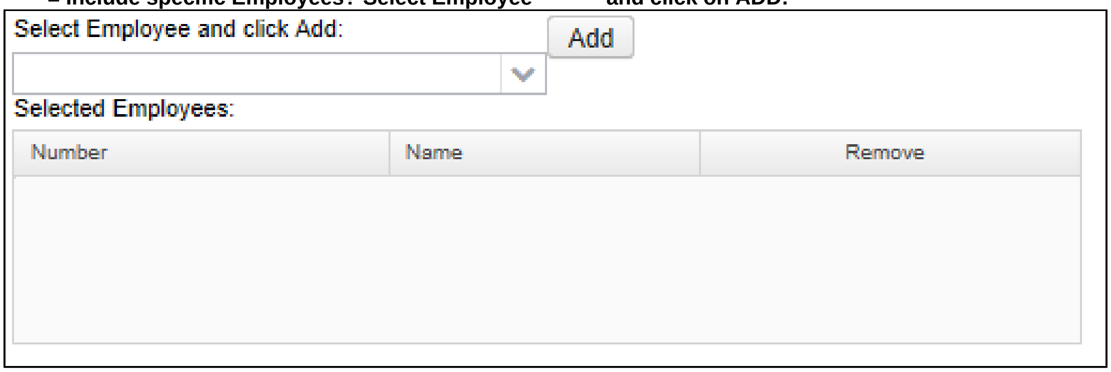
- All Activity
- Current Quarter
- Current Fiscal Year
- Current Calendar Year

Contract Start Date range FROM:

Contract Start Date range TO:

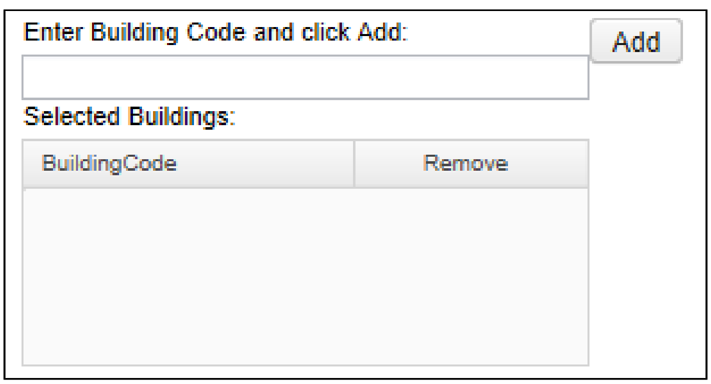
= **Exclude specific Employees?**

= Include specific Employees? Select Employee and click on ADD:



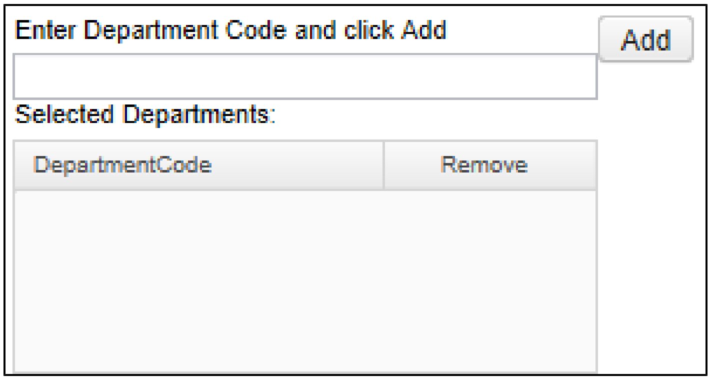
= Exclude specific Buildings?

= Include specific Buildings? Enter in the Building Code needed and click on ADD:



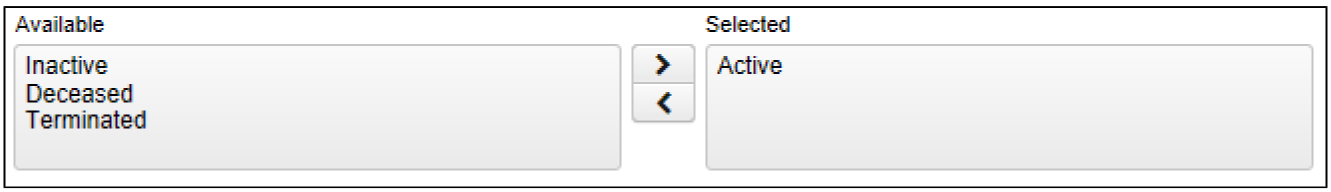
= Exclude specific Departments?

= Include specific Departments? Enter in the Department needed and click on ADD:



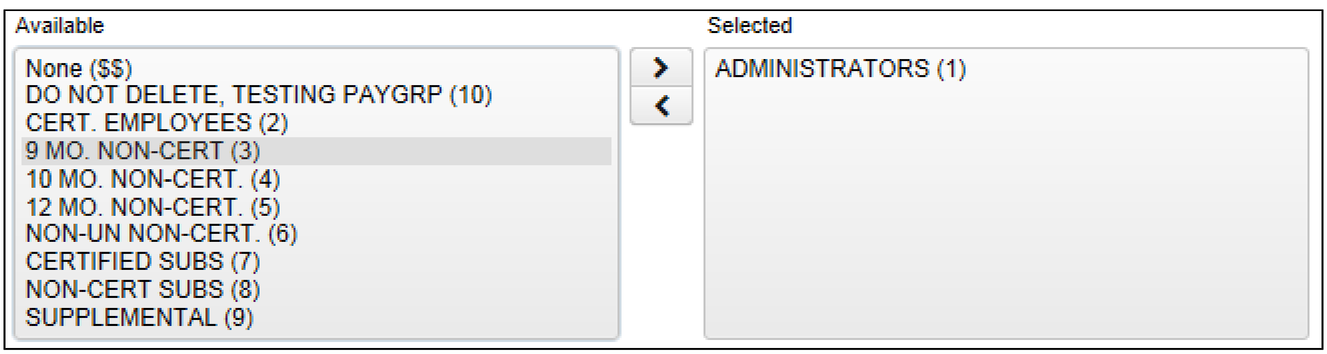
= **Exclude specific Job Statuses?**

= Include specific Job Statuses? Select Job Status needed by clicking on the to move from Available to the Selected category:



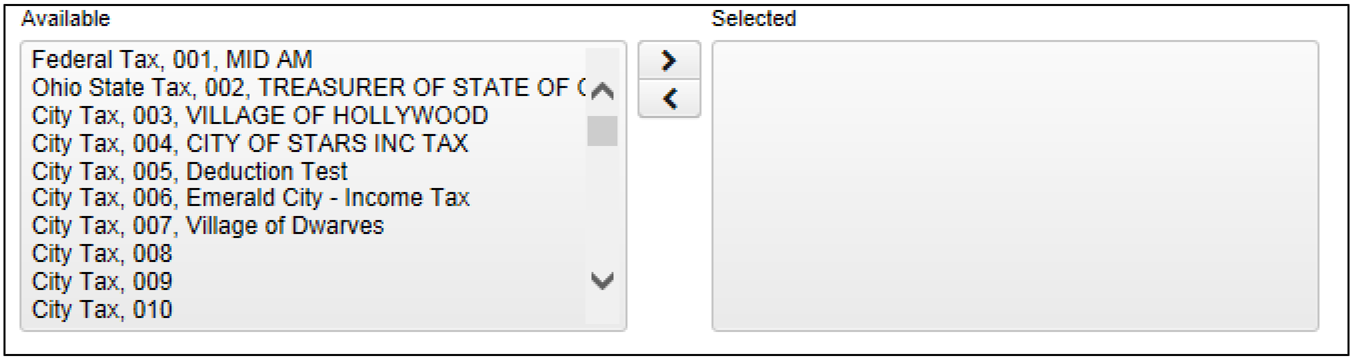
= Exclude specific Pay Groups?

= Include specific Pay Groups? Select Pay Groups by clicking on the to move from Available to the Selected category:



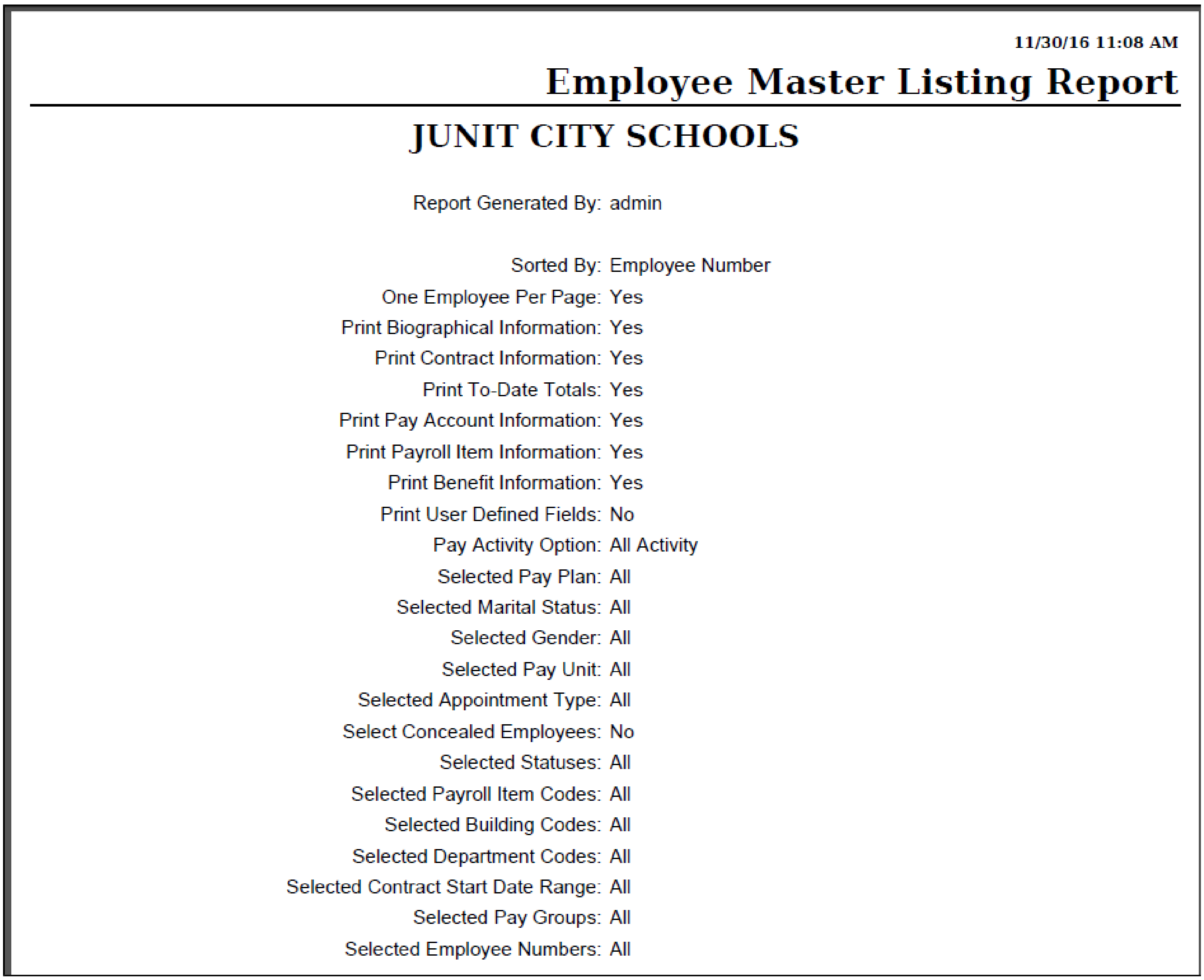
= Exclude specific Payroll Item Configurations?

= Include specific Payroll Item Configurations? Select Payroll Item Configurations by clicking on the to move from Available to the Selected category:



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

Sample Report of Employee Master Listing



11/30/16 11:08 AM

Employee 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:	9/1/1990	**Concealed:**	false	**Postal Code:**	44332
Termination Date:		**ODJFS Reportable:**	true	**Street1:**	200 Night St.
Birth Date:	2/27/1932	**OSDI Code:**		**State:**	OH
SSN:	232323232	**Number:**	232323232	**Country:**	
Marital Status:	Single	**Name With Middle Initial:**	TAYLOR, ELIZABETH S.	**Black:**	true
Last Paid:	4/10/2004	**Suffix:**		**Hispanic Latino Option:**	NotHispanicOrLatino
New Hire Reported ODJFS:	false	**Province:**		**American Indian Alaska Native:**	true
ODJFS Hire Date:	9/1/1990	**Street2:**		**White:**	true
Email Direct Deposit:	false	**Foreign Address:**	false	**Native Hawaiian Pacific Islander:**	true
Report to EMIS:	true	**City:**	Wayne	**Asian:**	true

Leave Information:

Type	Leave Unit	Balance	Accum 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:

Position Number:	1	**Termination Date:**		**Eligible For Personal Leave:**	false
Position Description:	PROM DIRECTOR	**Retirement Code:**	SERS	**Eligible For Vacation Leave:**	false
Hire Date:	9/1/2002	**Appointment Type:**	Classified	**Report Selection Display:**	SUPPLEMENTAL (9)
Job Status:	Active	**Sub Appointment Type:**		**Start Date:**	
FTE:		**Eligible For Sick Leave:**	false	**Stop Date:**	

Compensation Information:

Type:	Legacy	**Supplemental Type:**		**Pay Per Period:**	$ 0.00
Description:		**Start Date:**		**Contract Type:**	
Label:	PROM	**Stop Date:**		**Contract Obligation:**	$ 1,460.00
Pay Plan:	Biweekly	**Type:**	CSU	**Contract Amount:**	$ 1,460.00
Unit Amount:	20.857	**Start Date:**	9/1/1990	**Contract Work Days:**	$ 70.00
Hours In Day:	0.00	**Stop Date:**		**Pays In Contract:**	7
Pay Unit:	Daily	**Accrued Wages:**	$ 0.00	**Contract Days Worked:**	45.00
Strs Advance:	false	**Pays Paid:**	5		
Retirement Hours:	0.00	**Stretch Pay:**	false		

To Date Totals:

Type	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

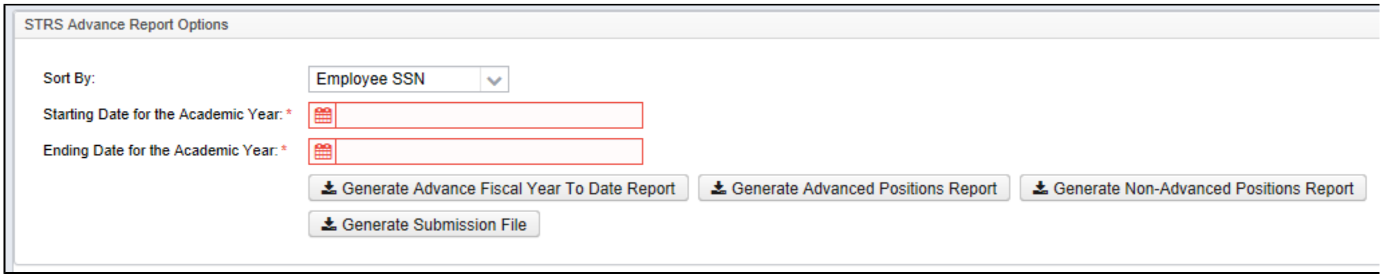
Pay Account Summary

JB	CTR	Fnd	Func	Obj	SCC	Subj	OPU	IL	Job	STS	Rate	Pay YTD	Pay FYTD	Start	Stop	BRD	Max
1	1	200	4670	891	9602	000000	005	00	000	A	100.00%	208.57	208.57			Y	$ 0.00

Code / Pay Cycle	Abbr	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	M 3	Tax Table	0.00			0.00	0.00	0.00	417.14	417.14
Every 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
Every 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
Every 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
Every Pay							0.00	58.40	58.40	0.00	0.00

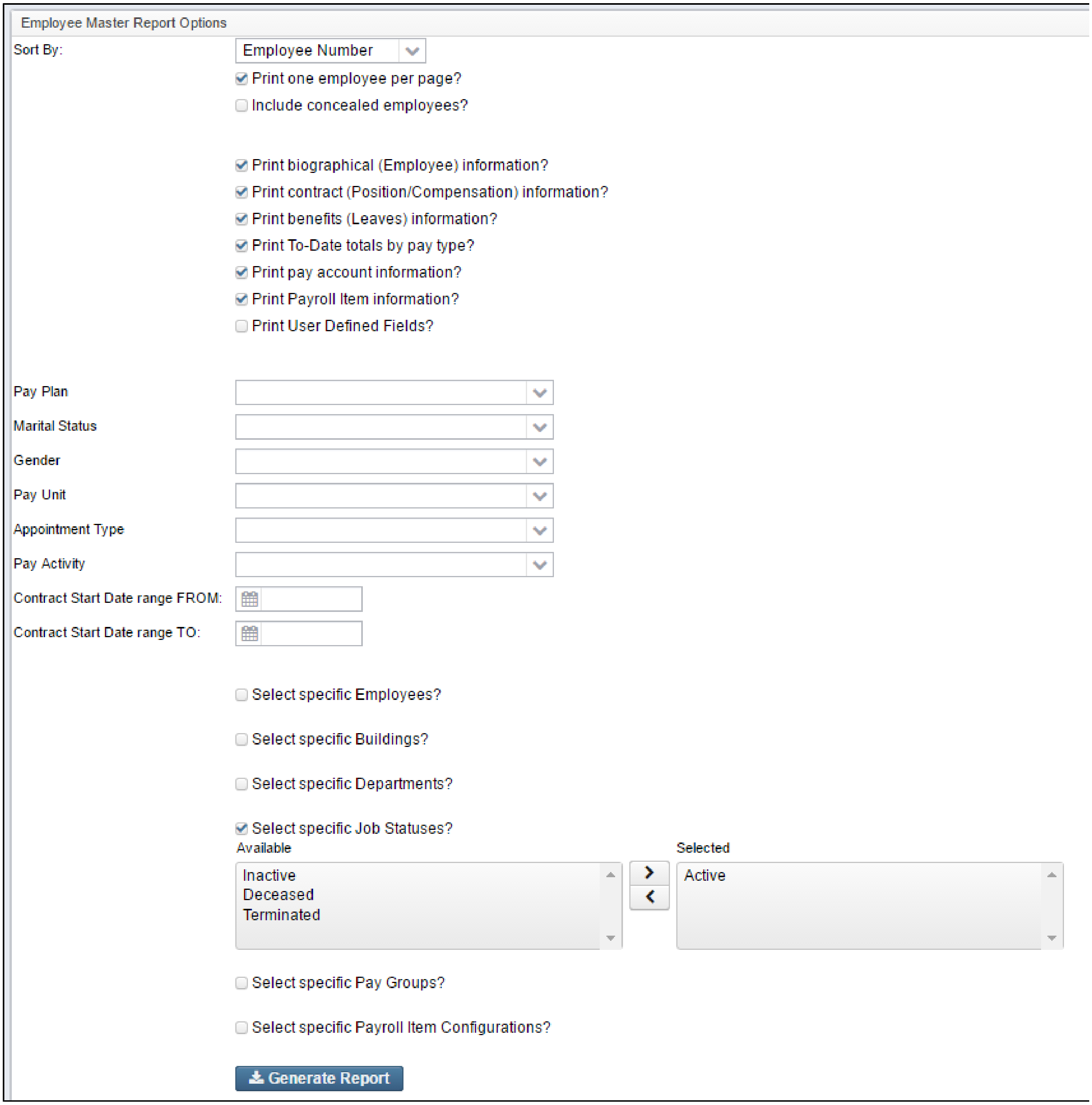
STRS Advance

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.



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.



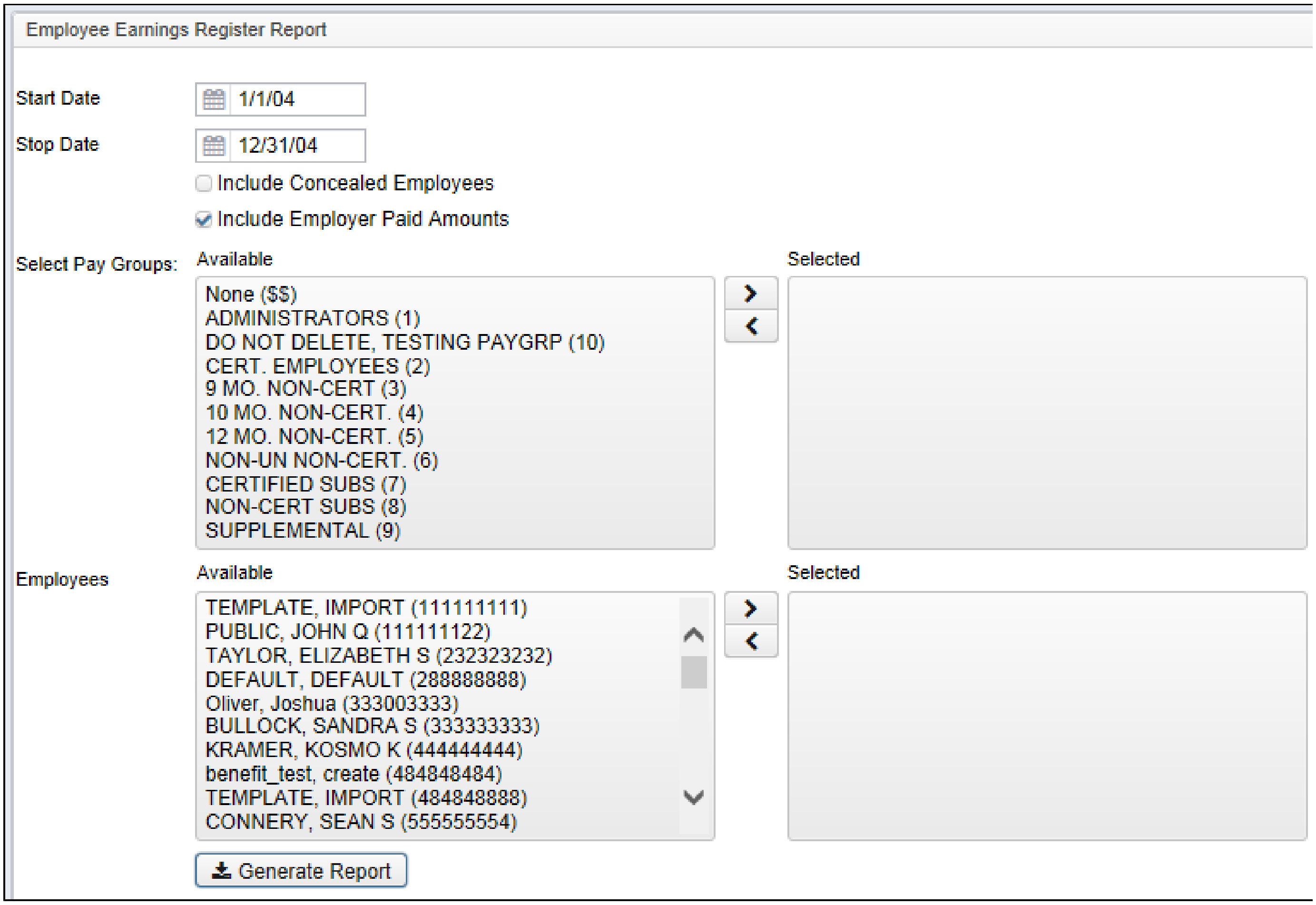
Employee Earnings Register

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.**



Pay Date Earnings Register Report

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

Payment						Pay Items			
Pay Date	Payment#	Position#	Gross	Deck	Net	Code	Abbreviation	Employee Amt	Employer Amt
04/10/2004	10,273	1	0.00			003		(50.00)	
Total Gross:	$0.00	Total Dock:	$0.00	Total Net:	$0.00		Total:	($50.00)	$0.00

Total Charged: $0.00

Payment						Pay Items					Pay Accounts		
Pay Date	Payment#	Position#	Gross	Deck	Net	Code	Abbreviation	Employee Amt	Employer Amt	Position	FND-FUNC-OBJ-SPCC-SUBJCT-OPU-IL-JOB	Chg Amt	%
04/15/2004	501,682	1	208.57			001				1	006-3120-560-0000-000000-006-00-000	208.57	100.00
						002		1.08					
						003		2.09					
						400		18.77	29.20				
Total Gross:	$208.57	Total Dock:	$0.00	Total Net:	$0.00		Total:	$21.94	$29.20		Total Charged:	$208.57	

Payment						Pay Items					Pay Accounts		
Pay Date	Payment#	Position#	Gross	Deck	Net	Code	Abbreviation	Employee Amt	Employer Amt	Position	FND-FUNC-OBJ-SPCC-SUBJCT-OPU-IL-JOB	Chg Amt	%
04/30/2004	501,684	1	208.57			001				1	200-4670-891-9602-000000-005-00-000	208.57	100.00
						002		1.08					
						003		2.09					
						400		18.77	29.20				
Total Gross:	$208.57	Total Dock:	$0.00	Total Net:	$0.00		Total:	$21.94	$29.20		Total Charged:	$208.57	

Employee Totals

Total Payments			Pay Items					Pay Accounts		
Total Gross	Total Deck	Total Net	Code	Abbreviation	Employee Amt	Employer Amt	Position	FND-FUNC-OBJ-SPCC-SUBJCT-OPU-IL-JOB	Chg Amt	%
6,773.52	0.00	0.00	001		1,174.55		1	001-2840-582-0000-000000-005-00-000	376.31	100.00
			002		356.16		1	200-4141-891-9710-000000-005-00-000	6,397.21	100.00
			004		33.87			Total Charges:		$417.14
			400							
			590		609.62					
			Total:		($6.12)	$58.40				

Report Summary

Payment Totals

Total Gross	Total Deck	Total Net
$90,077.72	$0.00	$0.00

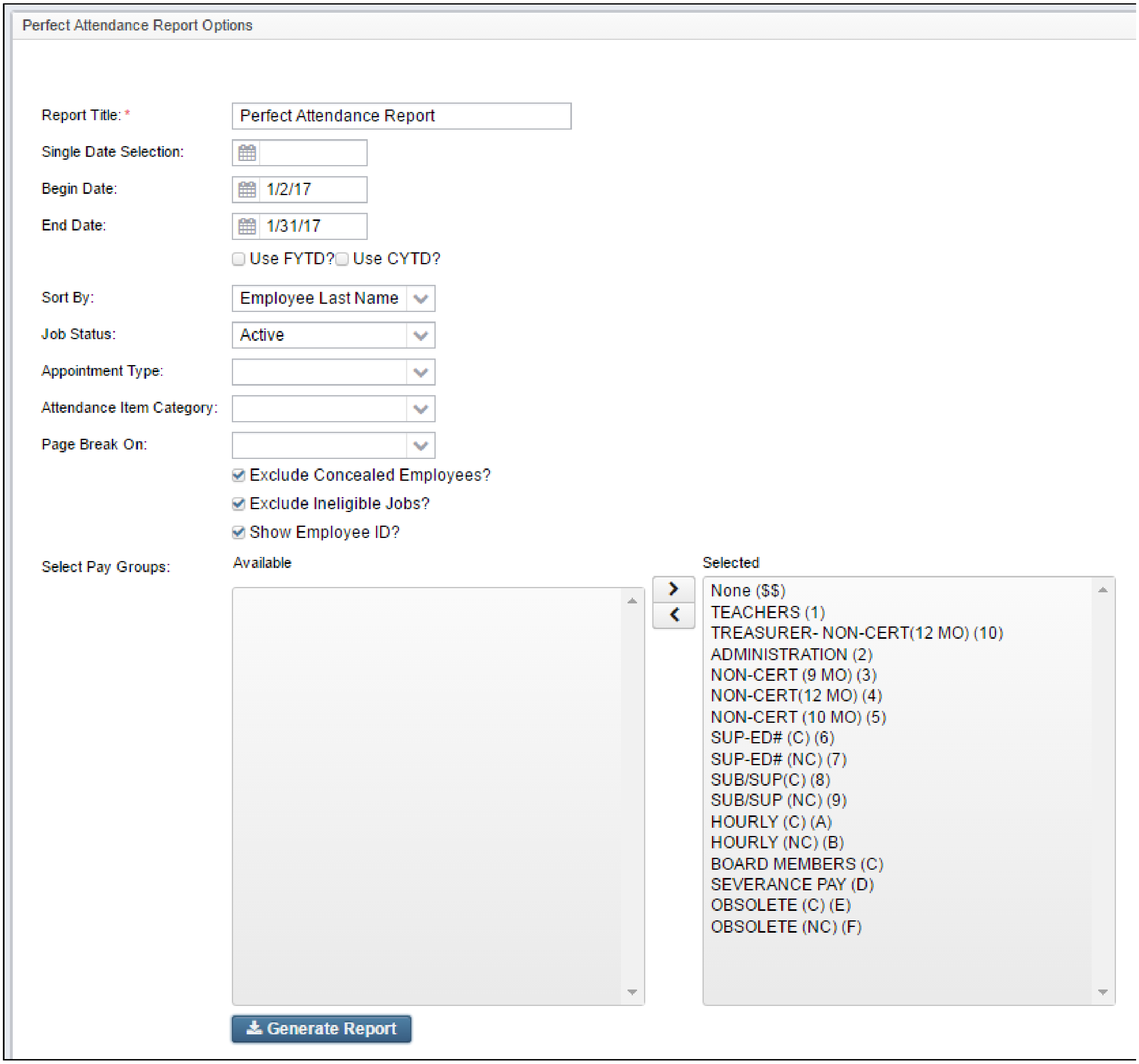
Pay Items

Code	Abbreviation	Employee Amt	Employer Amt
001		22,174.36	
002		614.11	
003		628.67	
004		(3.77)	
400		37.54	2,023.13
450			9,214.10
590		1,583.96	
591		1,129.69	
603		52.00	435.00
690			147.11
691			4,991.09

Pay Accounts

Position	FND-FUNC-OBJ-SPCC-SUBJCT-OPU-IL-JOB	Chg Amt	%
1	006-3120-560-0000-000000-006-00-000	2,439.33	100.00
1	200-4670-891-9602-000000-005-00-000	208.57	100.00
1	001-2840-582-0000-000000-005-00-000	376.31	100.00
1	200-4141-891-9710-000000-005-00-000	9,715.29	100.00
1	001-2411-512-0000-000000-004-00-000	53,900.21	
1	001-2421-112-0000-000000-005-00-000	3,423.08	100.00
1	001-2510-512-0000-000000-004-00-000	1,634.50	100.00
1	001-1110-640-0000-000000-004-00-000	3,426.54	100.00
1	001-2421-512-0000-000000-004-00-000	5,402.50	100.00
1	200-4137-143-9470-000000-005-00-000	5,416.66	100.00
2	200-4330-891-9330-000000-005-00-000	500.00	100.00

Perfect Attendance 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
    - Deceased
    - Terminated
- The following options are available in the **Appointment Type** field:

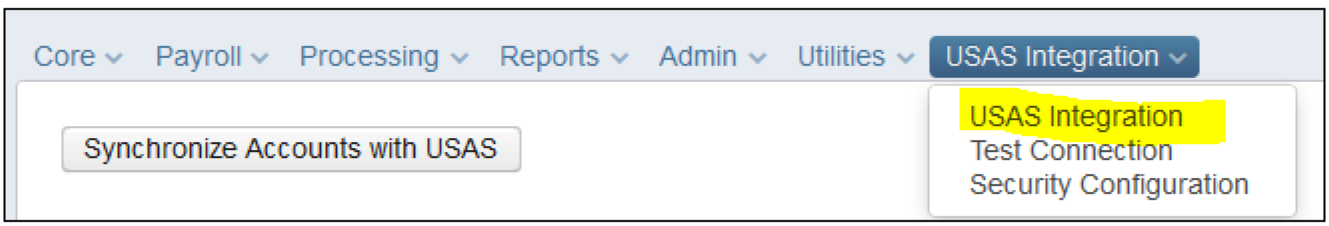
    - Certificated
    - Classified
- The following options are available in the **Attendance Item Category** field.
    - Blank to include all employees
    - Calamity
    - Dock
    - Holiday
    - Jury Duty
    - Military
    - Other
    - Personal
    - Professional
    - Sick
    - Unknown
    - Vacation
    - 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

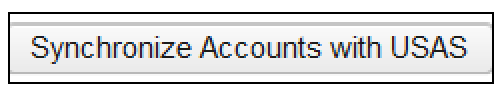
USAS Integration

USAS Integration

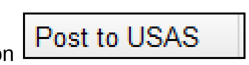
USAS Integration controls if and how the software is connected to the USAS-R system.

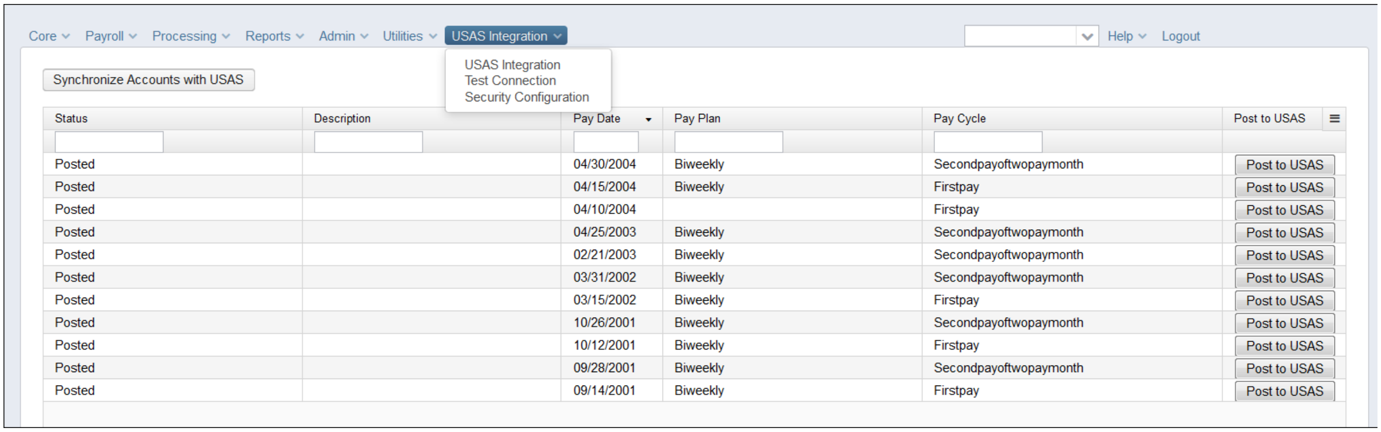
You will see the USAS Integration option in the main Menu:



To synchronize the USPS system with the USAS system you will want to click on 

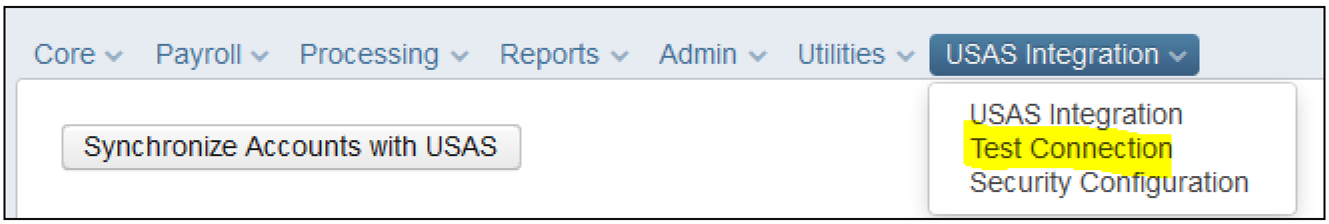
A message will be displayed stating 'Account Synchronization request successfully sent to USAS'.

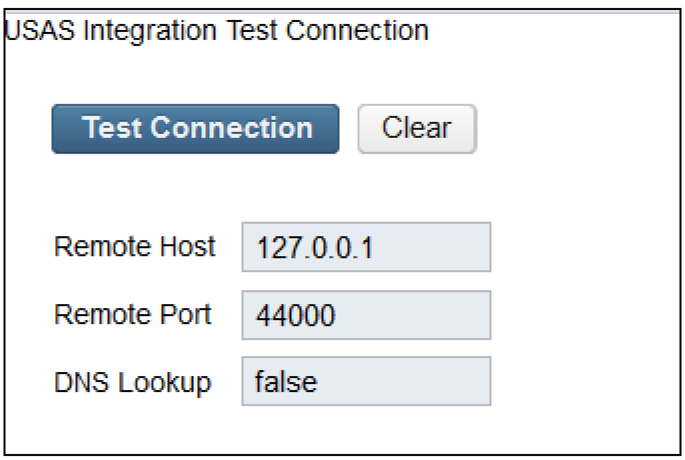
When this option is setup you will be able to post your payroll to USAS by choosing the correct file and then clicking on 



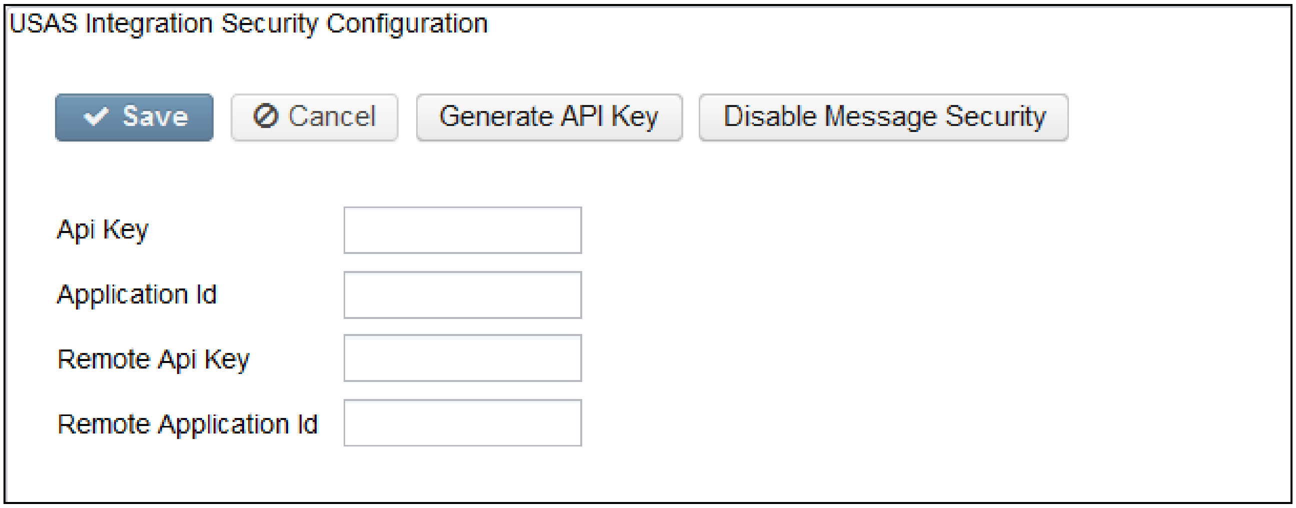
Status	Description	Pay Date	Pay Plan	Pay Cycle	Post to USAS
Posted		04/30/2004	Biweekly	Secondpayoftwopaymonth	Post to USAS
Posted		04/15/2004	Biweekly	Firstpay	Post to USAS
Posted		04/10/2004		Firstpay	Post to USAS
Posted		04/25/2003	Biweekly	Secondpayoftwopaymonth	Post to USAS
Posted		02/21/2003	Biweekly	Secondpayoftwopaymonth	Post to USAS
Posted		03/31/2002	Biweekly	Secondpayoftwopaymonth	Post to USAS
Posted		03/15/2002	Biweekly	Firstpay	Post to USAS
Posted		10/26/2001	Biweekly	Secondpayoftwopaymonth	Post to USAS
Posted		10/12/2001	Biweekly	Firstpay	Post to USAS
Posted		09/28/2001	Biweekly	Secondpayoftwopaymonth	Post to USAS
Posted		09/14/2001	Biweekly	Firstpay	Post to USAS

The USAS Integration Test Connection will allow you to test your connection with the USAS system





The USAS Integration Security Configuration screen:



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/Employee**

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**

5-Payees

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** record 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. **https://wiki.ssdt-ohio.org/display/uspsrdoc/Payee**

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. **https://wiki.ssdt-ohio.org/display/uspsrdoc/Payroll+Item+Configuration**

7-Payroll Items

Enter in the Payroll Items for the employee.

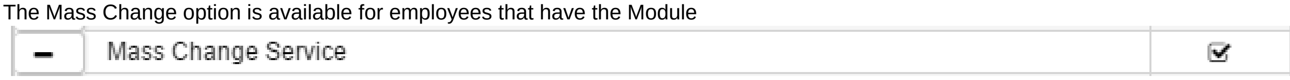
- Please refer to the **Payroll Items** Chapter in the USPS-R documentation for further help. **https://wiki.ssdt-ohio.org/display/uspsrdoc/Payroll+Items**

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/uspsrdoc/Pay+Distributions**

Mass Change

The Mass Change option is available for employees that have the Module 

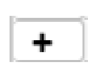
checked under the ADMIN/MODULE section. The Mass Change option will then be available to employees with Administrator or Group_Manager Roles granted under ADMIN/ROLE.

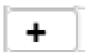
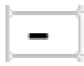
The Mass Change Roles available are:

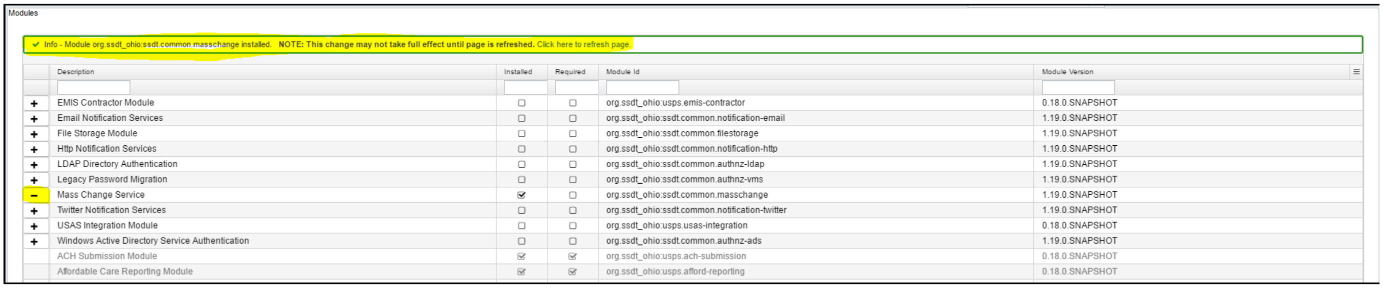
- ADMIN_MASSCHANGE
- ADMIN_MASSCHANGE_CREATE
- ADMIN_MASSCHANGE_DELETE
- ADMIN_MASSCHANGE_EXECUTE - able to run/execute any pre-existing Mass Change definitions but cannot create new ones to execute
- NON-ADMIN_MASSCHANGE users will only be able to select existing (saved or predefined) definitions to run

The Mass Change button will be available within most of the Core Menu selections.

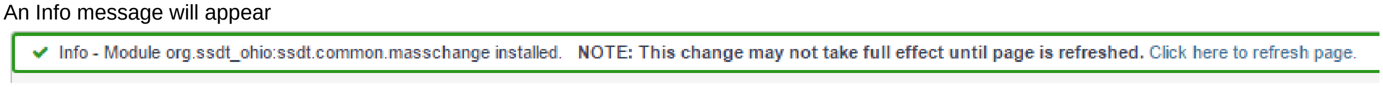
Adding the Mass Change Module

To add the Mass Change Service module, go to ADMIN/MODULE and click on .

Once selected, the  will change to a  next to the Mass Change Service option:



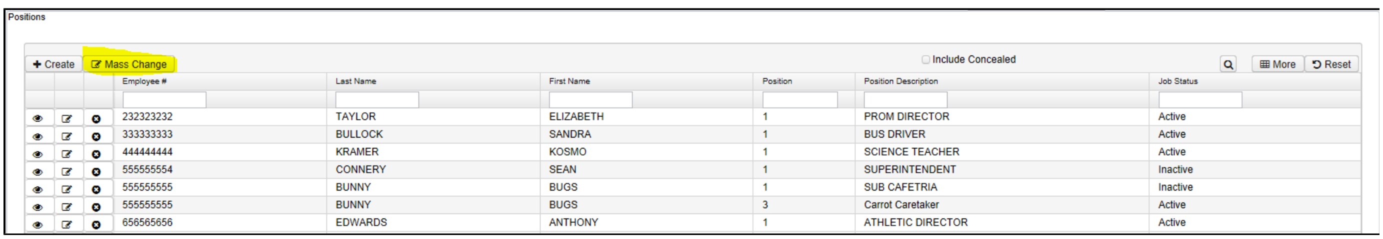
An Info message will appear



. 'Click on the 'Refresh Page' to finished installing the new Module.

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:



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

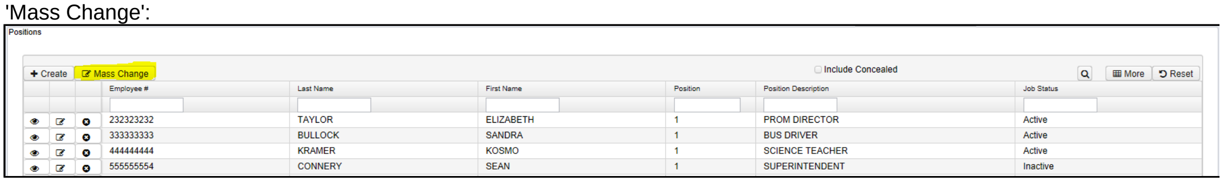
Position - Under 'Load Definition' option, are Mass Change definitions that are commonly used:

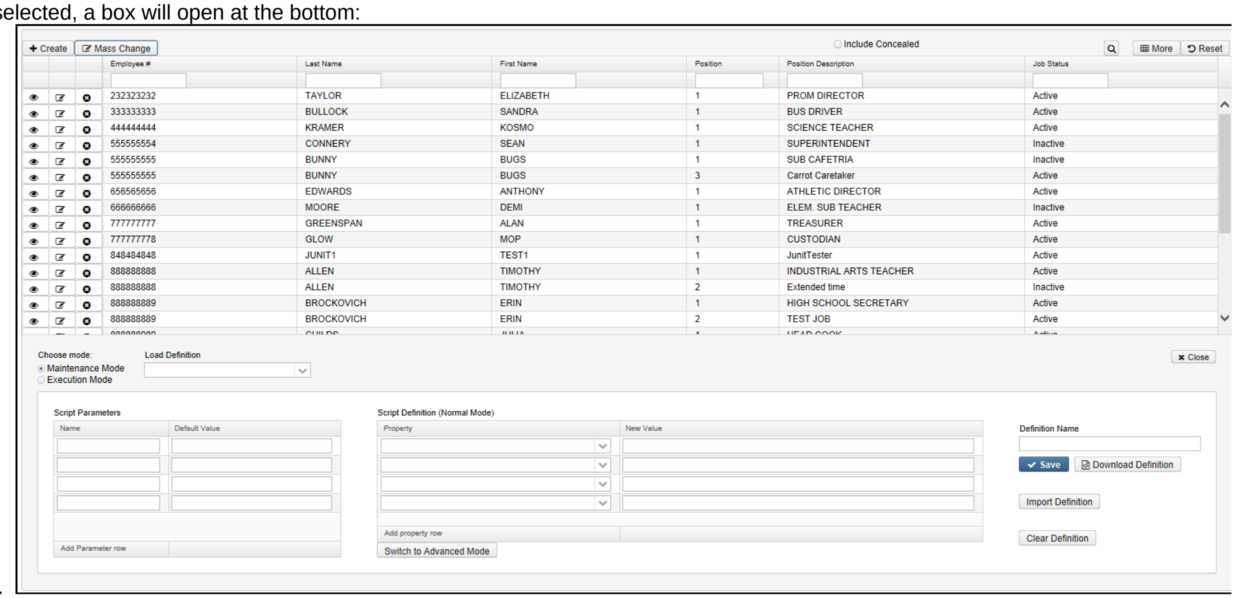
- Clear EMIS Contract Fields (SSDT)

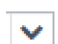
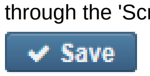
Pay Distributions

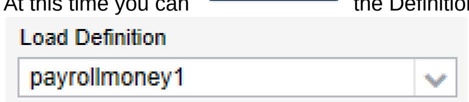
Payee

Create Mass Change using 'Script Definition'

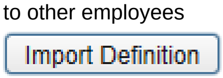
1. From the Core menu select the record to be changed
2. Click on 'Mass Change':
    1. 

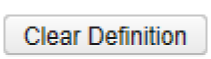
3. Once selected, a box will open at the bottom:
    1. 

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.**
5. From here, select the 'Script Definition' by clicking on the  button
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 

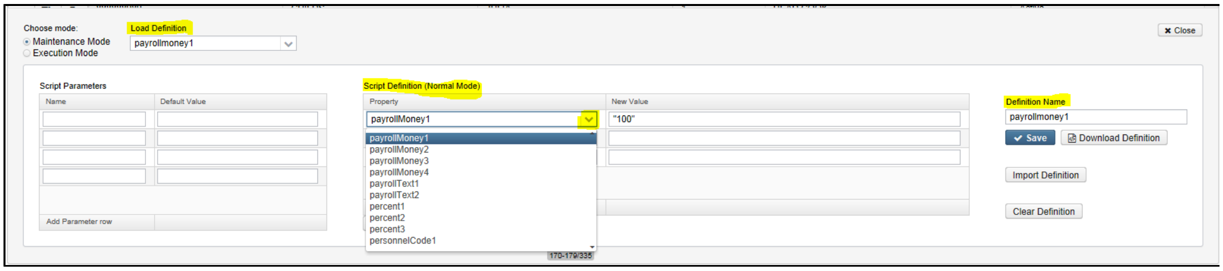
 the Definition Name for later use and will be saved under 

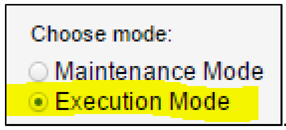
 option or Select 

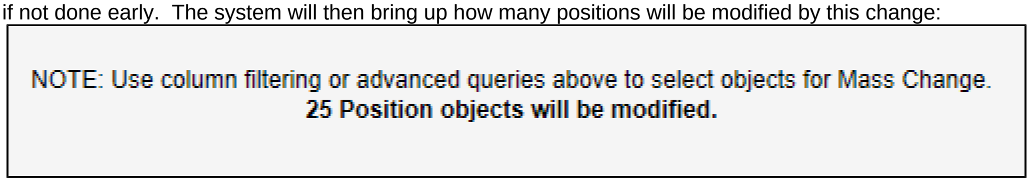
 to save to your desktop and email to other employees
    3. The 

 can be used to Import a saved definition from an outside source Or click on 

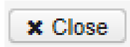
 to start over on your change

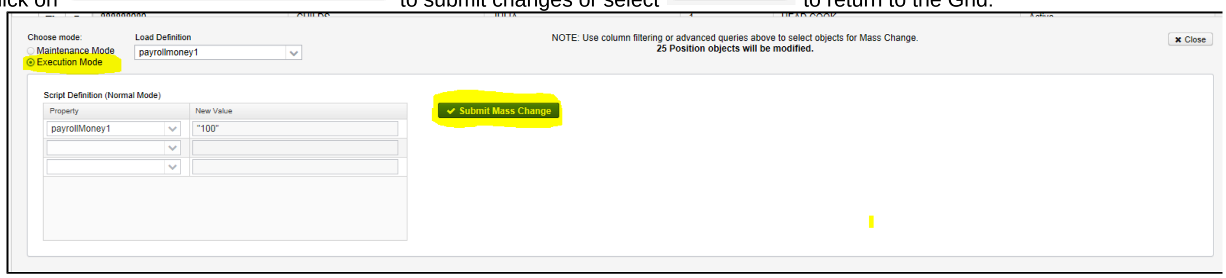


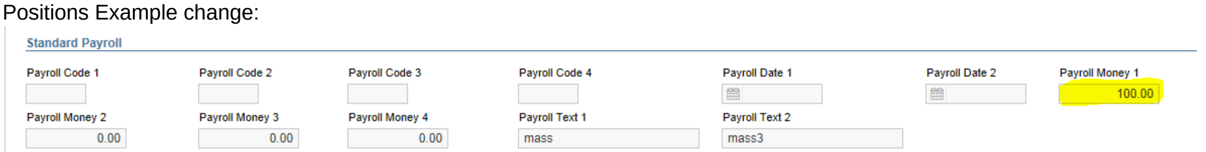
7. After your change has been entered, select 

. 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:
    1. 

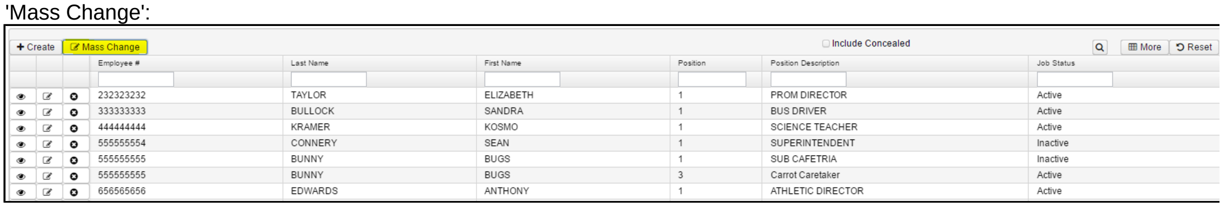
8. Then click on 

 to submit changes or select 

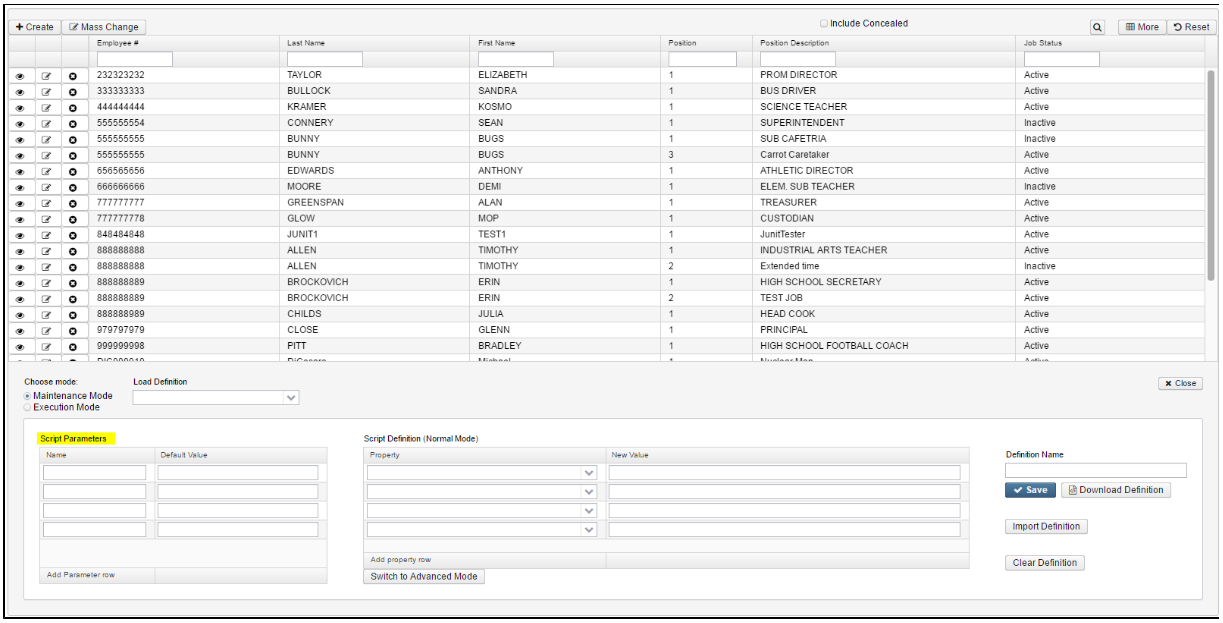
 to return to the Grid:
    1. 

9. The change will be made to all 25 Positions that were selected:
    1. Positions Example change:
    2. 

Create Mass Change using 'Script Parameters'

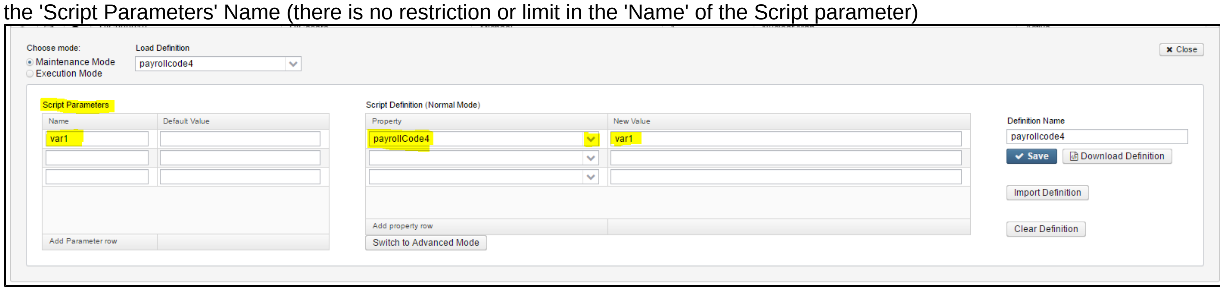
1. From the Core menu select the record to be changed
2. Click on 'Mass Change':
    1. 

3. Once selected, a box will open at the bottom:

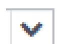


1.

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.**
5. Enter in the 'Script Parameters' Name (there is no restriction or limit in the 'Name' of the Script parameter)

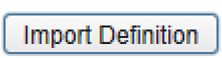


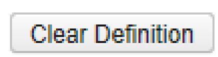
1.

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 

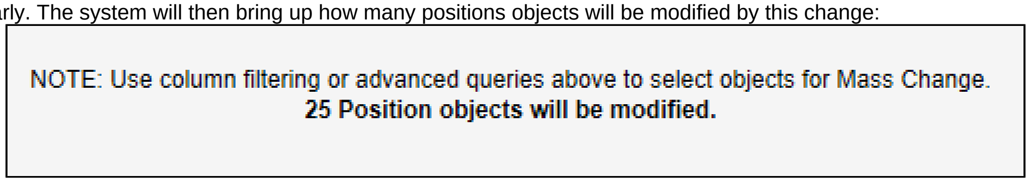
 the Definition Name for later use and will be saved under 

 option or Select 

 to save to your desktop and email to other employees
9. The 

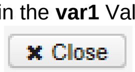
 can be used to Import a saved definition from an outside source or click on 

 to start 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:

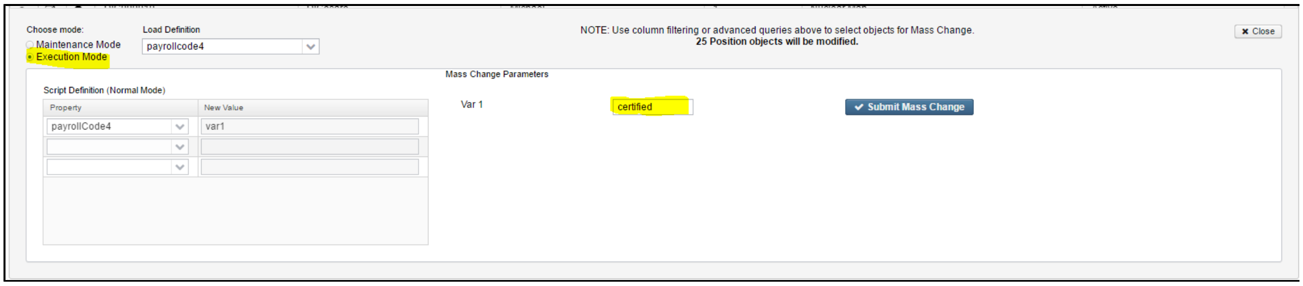


1.

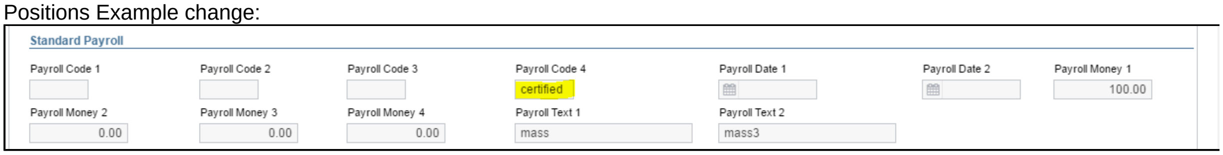
11. Enter in the **var1** Value name to be changed or added: (certified). Then click on 

 to submit changes or select 

 to return to the Grid



12. The change will be made to all 25 Positions that were selected:
    1. Positions Example change:



Home Page

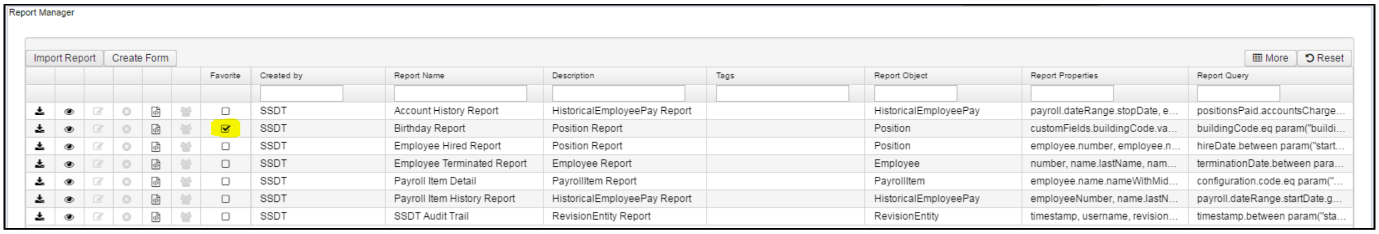
The Home option holds 'Predefined' (Report Manager style) reports that have been created by SSDT or by the user and saved as favorite reports:

Report Links

Show Only Favorites

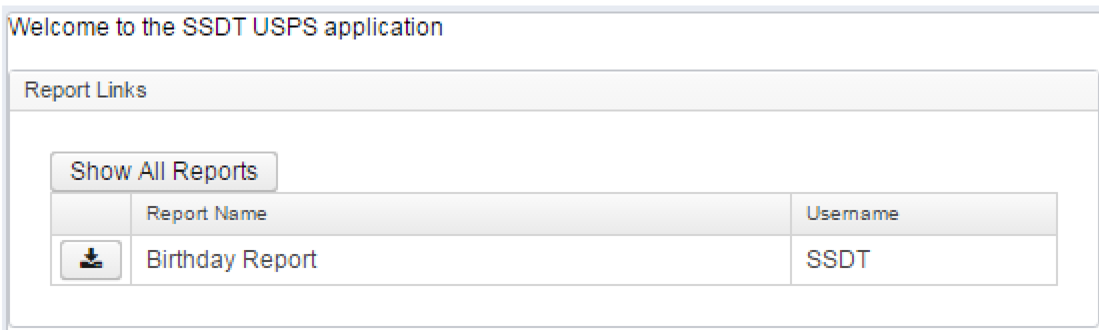
	Report Name	Username
	Account History Report	SSDT
	Birthday Report	SSDT
	Employee Hired Report	SSDT
	Employee Terminated Report	SSDT
	Payroll Item Detail	SSDT
	Payroll Item History Report	SSDT
	SSDT Audit Trail	SSDT

A report can be Imported or Created under the 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 have this report show under the Home/Reports Links Favorites:



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  next to the report you would like to generate:



Report Options

Format:

- PDF (download)
- PDF (inline)
- Comma Separated Values
- Excel
- View (html)
- Plain Text
- XML
- Jasper Report Design
- Excel-Data
- Excel-FieldNames

Page Size:

- Letter
- Legal
- Halfletter
- Note
- Ledger

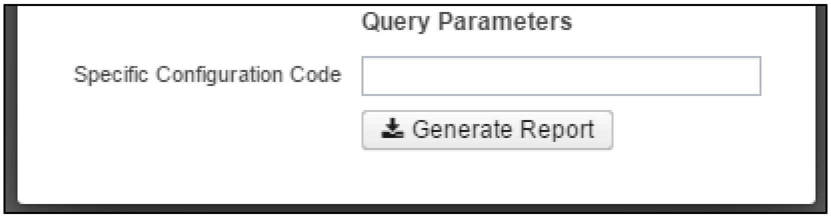
Orientation:

- 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:

Start and End Date: Enter in a Start and Stop date as 00/00/0000 or Date Shortcuts can be used:

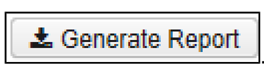
Date short cuts that have been implemented in the redesign:

- 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

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 U**sername** of the employee running the report needs to be entered when running the SSDT Audit Trail:

Once all desired options have been added, select 

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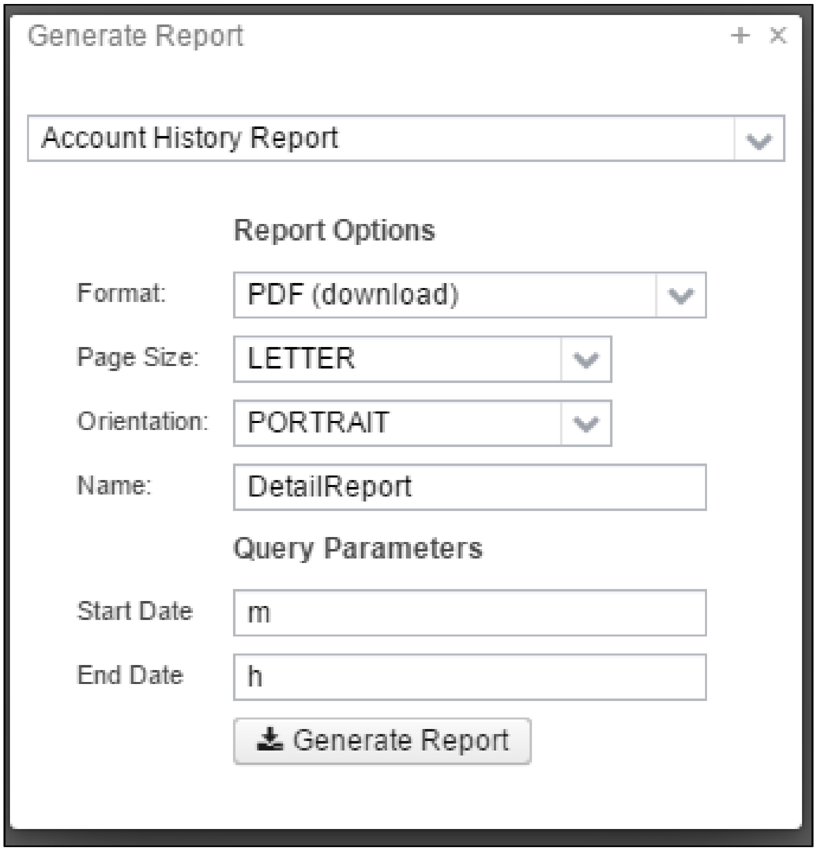
Account History Report



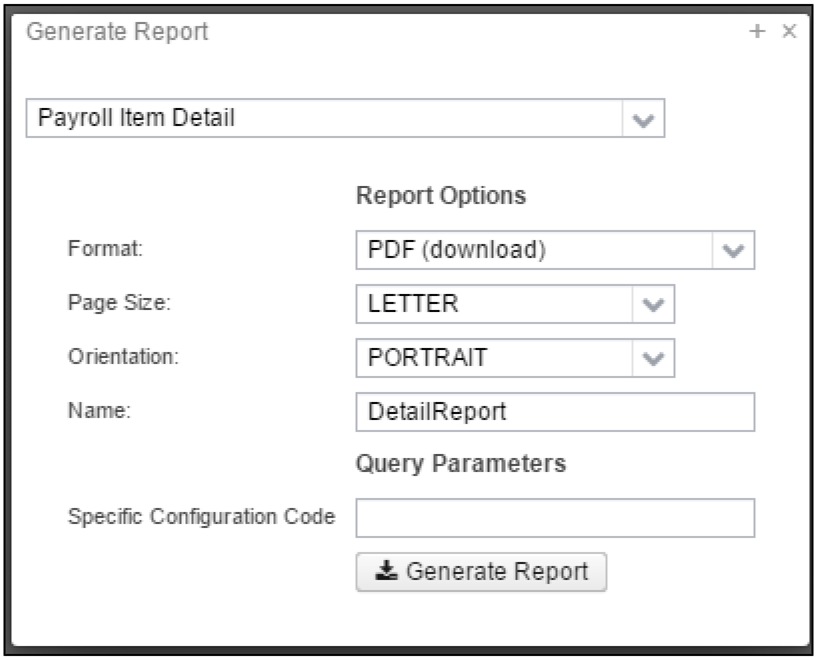
Example of Account History Report

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**
			001-1100-112-0000-000000-000-00-000	$ 270.00	100.00
Employee Number:	**ANON143**				
1/9/2017	Tyler Eugene Simon	**Position Number:** **1**			
			Expenditure Account	**Amount Charged**	**Percentage To Calculate Chargable Amount**
			001-2822-141-0000-000000-000-00-000	$ 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



Example of Payroll Item Detail Report

4/11/17 8:53 AM

DetailReport

Name With Middle Initial	Code	Position Number	Rate Type	Rate	Additional With Holding	Employer Rate	Pay Cycle	Max Amount	Start Date	Stop Date
Number:		**111111122**								
PUBLIC, JOHN Q.	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	004		Percent	0.50	0.00		EveryPay			
	400		Percent	0.00		14.00	EveryPay			
	590		Percent	9.00			EveryPay			
	640		Fixed	25.00		0.00	EveryPay			
Number:		**232323232**								
TAYLOR, ELIZABETH S.	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	003		Percent	1.00	0.00		EveryPay			
	400		Percent	9.00		14.00	EveryPay			
Number:		**333333333**								
BULLOCK, SANDRA S.	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	004		Percent	0.50	0.00		EveryPay			
	400		Percent	0.00		0.00	EveryPay			
	590		Percent	9.00			EveryPay			
Number:		**444444444**								
KRAMER, KOSMO K.	001		Table	0.00			EveryPay			
	002		Table	0.00	20.00		EveryPay			
	003		Percent	1.00	0.00		EveryPay			
	004		Percent	0.50	0.00		EveryPay			
	450		Percent	0.00		14.00	EveryPay			
	591		Percent	9.30			EveryPay			
	603		Fixed	52.00		436.00	FirstAndSecondPay			
Number:		**555555554**								
CONNERY, SEAN S.	001		Table	0.00	20.00		EveryPay			
	002		Table	0.00	0.00		EveryPay			
	003		Percent	1.00	0.00		EveryPay			
	450		Percent	0.00		14.00	EveryPay			
	691		Percent	9.30			EveryPay			
Number:		**555555555**								
BUNNY, BUGS E.	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	004		Percent	0.50	0.00		EveryPay			
	400		Percent	9.00		14.00	EveryPay			
	590		Percent	9.00			EveryPay			
Number:		**656565656**								
EDWARDS, ANTHONY D.	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	004		Percent	0.50	0.00		EveryPay			
	400		Percent	0.00		14.00	EveryPay			
	590		Percent	9.00			EveryPay			
Number:		**666666666**								
MOORE, DEMI H.	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	003		Percent	1.00	0.00		EveryPay			
	450		Percent	0.00		14.00	EveryPay			
	591		Percent	9.30			EveryPay			
Number:		**677777777**								
Test, Employee	001		Table	0.00	2.75		EveryPay			
Number:		**777777777**								
GREENSPAN, ALAN E.	001		Table	0.00	25.00		EveryPay			

Name With Middle Initial	Code	Position Number	Rate Type	Rate	Additional With Holding	Employer Rate	Pay Cycle	Max Amount	Start Date	Stop Date
	002		Table	0.00	$ 20.00		EveryPay		1/12/2010	12/29/2010
	008		Percent	1.00	0.00		EveryPay		11/12/2007	8/24/2009
	390		Percent	2.00	10.00		EveryPay		1/1/2010	12/31/2010
	400		Percent	0.00		14.00	EveryPay		2/20/2004	8/21/2010
	593		Fixed	3.00			FirstPay	500.00	10/24/2001	7/12/2008
	594		Fixed	60.00			FirstPay	500.00	11/12/2001	11/15/2006
	627		Fixed	100.00		0.00	FirstPay	5,000.00	12/15/2001	9/29/2006
	640		Fixed	50.00		20.00	FirstPay	500.00	5/6/2007	6/8/2008
	650		Fixed	50.00			FirstPay	5,000.00	1/1/2000	12/20/2005
	688		Fixed	20.00		5.00	FirstPay	400.00	1/8/2008	5/5/2009
	690		Percent	9.00			EveryPay			
	692		Table	1.45		1.45	EveryPay		5/24/2000	6/27/2005
	699		Fixed	15.00			FirstPay		7/24/2008	8/14/2009
Number:		777777778								
GLOW, 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		2/22/2009	7/29/2010
	400		Percent	0.00		14.00	EveryPay			
	590		Percent	9.00			EveryPay			
Number:		888888888								
ALLEN, TIMOTHY M.	001		Table	0.00			EveryPay			
	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	FirstAndSecondPay			
	692		Table	1.45		1.45	EveryPay			
Number:		888888889								
BROCKOVICH, ERIN H.	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	004		Percent	0.50	0.00		EveryPay			
	008		Percent	10.00	0.00		EveryPay			
	400		Percent	0.00		14.00	EveryPay			
	508		Fixed	5.00		2.00	FirstAndSecondPay		5/5/2005	4/16/2006
	590		Percent	9.00			EveryPay			
	593		Fixed	12.00			FirstPay	200.00	4/5/2005	8/9/2009
	594		Fixed	10.00			FirstPay	200.00		
	627		Fixed	200.00		0.00	FirstPay	6,000.00	10/15/2001	4/25/2008
	640		Fixed	40.00		10.00	FirstPay	600.00	8/8/2005	7/4/2008
	650		Fixed	40.00			FirstPay	560.00	5/8/2002	6/8/2008
	688		Fixed	50.00		25.00	FirstPay	500.00	7/6/2004	2/5/2007
	693		Percent	3.00		5.45	EveryPay		1/5/2002	6/8/2005
	699		Fixed	10.00			FirstPay		12/1/2009	11/30/2010
Number:		888888989								
CHILDS, JULIA M.	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	400		Percent	0.00		14.00	EveryPay			
Number:		979797979								
CLOSE, GLENN A.	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	003		Percent	1.00	0.00		EveryPay			
	450		Percent	0.00		14.00	EveryPay		1/1/2001	5/24/2008
	591		Percent	9.30			EveryPay			

Name With Middle Initial	Code	Position Number	Rate Type	Rate	Additional With Holding	Employer Rate	Pay Cycle	Max Amount	Start Date	Stop Date
Number:		**999999998**								
PITT, BRADLEY A.	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	400		Percent	0.00		14.00	EveryPay			
	590		Percent	9.00			EveryPay			
Number:		**DIC000010**								
DiCesare, Michael	501		Fixed	10.00		0.00	FirstPay	15.00	4/1/2007	
Number:		**EMPWITHID**								
HAWN, GOLDIE A.	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	004		Percent	0.50	0.00		EveryPay			
	400		Percent	9.00		14.00	EveryPay			
	800		Percent	0.50	0.00		EveryPay			
	801		Percent	0.75	0.00		EveryPay			
Number:		**FURY00001**								
Fury, Nick	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	400		Percent	0.00		14.00	EveryPay			
	590		Percent	10.00			EveryPay			

SSDT Audit Trail