

# Payroll Payments-Future

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## 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													Q	More	Reset
		Number	Last Name	First Name	Position Number	Description	Pay Type	Effective Date	Units	Rate	Gross				
			55555554	CONNERY	SEAN	1	Misc	Miscellaneous		10.00	45.000	450.			
			55555554	CONNERY	SEAN	1	SUPER	Regular		2.00	303.846	607.			
			55555554	CONNERY	SEAN	1	Test	Miscellaneous		2.00	45.000	90.			
			99999998	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:

Future Pay Amounts

+ Create								Q	More	Reset
		Number	Last Name	First Name	Position Number	Description	Pay Type			
			99999998	PITT	BRADLEY	1	Meeting	Miscellaneous		
			55555554	CONNERY	SEAN	1	Test	Miscellaneous		
			55555554	CONNERY	SEAN	1	Misc	Miscellaneous		
			55555554	CONNERY	SEAN	1	SUPER	Regular		

**Position Number**

**Description**

**Name**

**Last Name**

**First Name**

**Future Pay Amount**

**Description**

**Pay Type**

**Effective Date**

**Units**

**Rate**

**Gross**

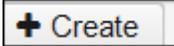
**Identification**

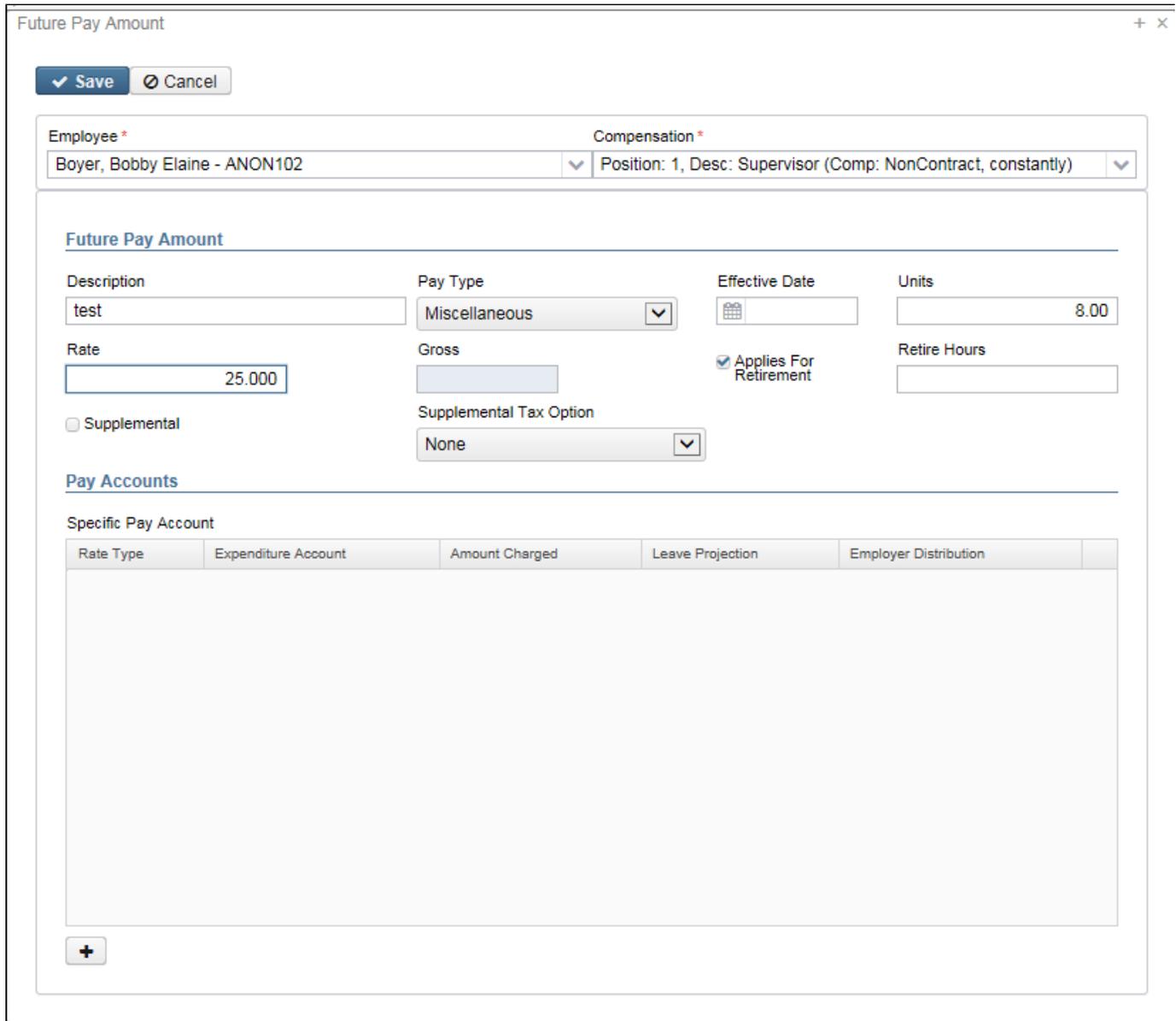
**Number**

Specific Pay Accounts	Amount Charged	Employer Distribution	Leave Projection	Rate Type
	70.000	true	false	Fixed

# Create a Future Entry

From the Payroll Menu, select 'Payroll Payment-Future' option:

1. Click on 



Future Pay Amount

✓ Save    ✕ Cancel

Employee \*      Compensation \*

Boyer, Bobby Elaine - ANON102      Position: 1, Desc: Supervisor (Comp: NonContract, constantly)

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**Future Pay Amount**

Description: test      Pay Type: Miscellaneous      Effective Date:      Units: 8.00

Rate: 25.000      Gross:       Applies For Retirement      Retire Hours:

Supplemental      Supplemental Tax Option: None

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**Pay Accounts**

Specific Pay Account

Rate Type	Expenditure Account	Amount Charged	Leave Projection	Employer Distribution
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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.

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.

## Future Pay Amount

- A brief **Description** can be entered to reference what the payment is for.
- Select the **Pay Type** from the drop down box for this future record:
  - **Regular** - Regular wages for contracted employees. These count toward the fulfillment of the contract. When adding regular wages to an employee leaving the rate blank will cause the system to default to the employee's regular rate. Regular pay types are charged according to how they are set-up in Core/Payroll Accounts.
  - **Miscellaneous** - Does not update the contract amount paid. Miscellaneous pays can be taxed at different rates and charged to different accounts.

- **Irregular** - Irregular pays update the contract amount paid, but do not update pays paid and days worked. This can be used to pay retro amount on a separate check.
- **Accrued - ACC** - Accrued wages. This pay type is entered by the system only. Those employees who are stretch pay will have entries dealing with accrued wages.
- **Deferred Dock - DFR** - This amount is calculated by the system when the amount of a dock exceeds the amount being earned during the current payroll. This amount will appear as regular dock during the next payroll.
- **Dock** - Dock amounts are subtracted from gross wages.
- **Overtime** - These do not update the contract amount paid. If the rate field is left blank the system will enter a rate of 1 1/2. Overtime wages are charged to an overtime account based on the employee's regular pay account.
- **Retro - BCK** - Retro pay updates the contract amount paid.
- **Shift Premium** - Shift premiums can be defined in..... as a percent or fixed amount.
- **Pay Off Accrued Wages** - Pay off of total accrued wages. This pay type updates the contract amount paid. This amount is calculated by the system.
- **Termination** - Pays an employee a specific amount as termination pay, for example severance pay. You must supply the tax and retirement options. The Job Status field will be changed to 'Termination' once the payroll has been posted.
- **Life Insurance Premium - NC1** - This pay type is used in the processing of the taxable amount of life insurance premiums on W2's for coverage in excess of \$50,000. Any NC1 amounts are taxed by Medicare and Social Security, as applicable. No Federal, state, or OSDI tax is deducted from this amount. The software provides the ability to withhold city tax on non-cash earnings. This can be activated by checking the "Tax Non Cash Earn" box on the city tax record in the Core/Payroll Item Configuration option.
- **Adoption Assistance - NC2**
- **Non-cash Taxable Benefit - NC3** - This pay type will represent the non-cash taxable benefit amount.
- **Last Pay Accrued - LPA**
- **Last Pay Earnings - LPE**
- **Non-taxable Reimbursement**
- **Adjustment**
- 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.
- 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.
- 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.



If the **Overtime** pay type is used and the rate field is left blank, when clicking  the rate will automatically be calculated at 1.5 times the normal listed rate on the compensation record. Overtime wages are charged to an overtime account based on the employee's regular pay account. -(OBJ codes must be defined in Configuration/Overtime Object Code Configuration)

- The **Gross** field will be populated when the record is saved.
- Does this payment '**Applies For Retirement**'? The corresponding box  will always be checked. If this payment does not count toward retirement uncheck the corresponding box  next to the **Applies for Retirement** field.
- Enter in the **Retire Hours**. This field is important for retirement reporting as well as Affordable Care Act reporting purposes.
- 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**.
- Choose the **Supplemental Tax Option** from the drop down box. (**Federal Exemptions will be ignored if 'Supplemental Tax Options' are selected**)
  - Apply Annuities to Supplemental
  - Apply Annuities to Regular
  - None

**Pay Accounts**

If a Specific Pay Account is to be used for this payment click the  in the lower left hand box:

- Choose the **Rate Type** from the drop down box specifying if this is a Fixed or Percent .
- Choose from the drop down box which **Expenditure Account** is to be used.
- Enter in either a percentage or fixed amount to charge to this account in the **Amount Charged** field.
- 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** is

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 Account** field.

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

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

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-Future Video