Payroll Processing

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

In Progress payrolls:

Batch Job Status	Payroll De \equiv
•	Detail
	•

or Posted prior payrolls

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 progra

Pre Initialization of New Payroll

• Posting Period Current- To set Posting Period to Open and Current go to CORE/POSTING PERIOD/CREATE. . Select the Calendar Month, enter in the Calendar Year, click the Current box and then click the Create button. Before payroll processing begins verify that

the current posting period is displayed in the upper right hand corner of your screen.

October 2017 (0		
✓ Hel	V Logout		OR

• Posting Period Open-If you wish to begin payroll processing for the next month, but do not want that processing month to be current yet. You can go to CORE/POSTING PERIOD/CREATE and select the Calendar Month, enter in the Calendar Year, click the Create button.

This will Open the next month Posting Period and allow you to begin the payroll process. The payroll that you are processing cannot be posted u

ntil the Posting Period is set to Current. You will need to go to CORE/POSTING PERIOD and click on the entry of the Posting Period

you are processing for. You will want to verify in the upper right hand corner of your screen that the current posting period is displayed.

October 2017 (FY 2018) 0 Messages	•	
✓ Help ✓ Logout		You can then the post the payroll.

Start Payroll Processing

1.	To begin a new Payroll Click on the	Initialize New Payroll	key.
In Progress	Posted		

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

You will see the following screen:

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

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

Suppress Voluntary Deductions?

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

Ignore Direct Deposit?

Note If employee has multiple Direct Deposits and they choose to Ignore Direct Deposit, all Direct Deposits will be combined on one check.

If this navroll is being ru	in for a Special Pay your will check the h	Special Pay?			
in this payroli is being ful	Thoma Special Fay your will check the b		1		
8. The pay groups yo	u want to be included in this payroll need	to be in the Selected box. To e	exclude a pay group	that you do not war	t
included in this payroll of are multiple pay groups	click on the pay group and then click the that you do not want included on this pay	button to move this pay yroll you can hit the CNTRL key	group to the Availa on your keyboard a	ble box on the left. nd click on the pay g	If there groups
you do not want include	d and then click the LSS to move all c	of these pay groups to the Avail	able box.		
If a pay group needs to group into the Selected	be added back to the Selected box click	that pay group n the Selected b	ox and click the	to move that	t pay
9. You will then click	the to initialize	ze the payroll.			
You will then see that th the pay group has proce group processed succe:	e payroll is in progress and there will be essed there should be a green indicator I ssfully. If a red i ndicator button is	a spinner in the Status fi button ext to the pay g s in the Status field this indicates	eld by each pay gro group in the Status fi s that this pay group	up that is processin eld. This indicates t failed during	g . Once he pay
processing. You can se	elect Error Report to view the e	errors produced during this payro	oll.		
Payroll Detail					
← Return to Payroll Listing					
← Return to Payroll Listing Status In Progress ▼					
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	vees included in payroll				
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	ves included in payroll ay Report Pay Item Detail Report Post Payroll De	lete Payroll Delete Payroll and Exceptions			
Return to Payroll Listing Status In Progress Description 02/01/2018 Pay Date 2/1/18 Pay Cycle First Pay of the month Guppress Voluntary Deduct Gynore Direct Deposit Status Stop Date 1/2/18 Payroll Status: Initialized, 67 emplo Modify Payroll Add Pay Group Payroll Pay Groups Code	Vees included in payroll Vay Report A Error Report Pay Item Detail Report Post Payroll Descripton	iete Payroli Delete Payroli and Exceptions	79	Processing Time	E More 2 Reset
Return to Payroll Listing Status In Progress Description 02/01/2018 Pay Date 2/1/18 Pay Vale Semi-monthly Pay Cycle First Pay of the month Suppress Voluntary Deduct Gnore Direct Deposit Start Date 1/9/18 Stop Date 1/23/18 Payroll Status: Initialized, 67 emptor Modify Payroll Add Pay Group Payroll Pay Groups Code D6	vees included in payroll 2ay Report ▲ Error Report Pay Item Detail Report Post Payroll De Descripton Magenta 8	lete Payroll Delete Payroll and Exceptions	nge ate: 01/09/2018 Stop Date: 01/23/2018	Processing Time Completed Time 1 seconds	III More O Reset
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	vees included in payroll ay Report Error Report Pay Nem Detail Report Post Payroll Desorpton Magenta 8 Violet 17 Violet 24 Red 16	lete Payrol Delete Payroll and Exceptions Start Start Start Start Start Start	nse ate: 01/09/2018 Stop Date: 01/23/2018 ate: 01/09/2018 Stop Date: 01/23/2018 ate: 01/09/2018 Stop Date: 01/23/2018 ate: 01/09/2018 Stop Date: 01/23/2018	Processing Time Completed Time: 1 seconds Completed Time: 2 seconds Completed Time: 1 seconds	El More 🕐 Reset
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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**.

Delete Payroll -will delete payroll but will move exceptions entered in Payroll Payments - Current to Payroll Payments - Future so not lost.

Delete Payroll and Exceptions - will delete payroll and exceptions entered in Payroll Payments

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 Deginning 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 Option is also used to add missed pay groups to an existing payroll. Simply supply the missed pay groups in the appropriate fields:

Add Payroll Addition	+ ×
Pay Group Select None (\$\$) SUPPLEMENTAL (9)	•
Start Date: * 🛗 3/12/17	
Stop Date: * 3/25/17	
Add Pay Group	

To return to all Payroll's in Progress, click on key to return to that specific payroll.

Pay Report

← Return to Payroll Listing in the top left hand corner. You can then click on the

Detail

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.

ayroll Report Opti	ons
	← Return to Payroll Detail
Report Title: *	Payroll Report
Sort By:	Employee ID
Report Format:	PDF (download)
	Begin Each Employee on New Page?
	Include Employer Payroll Item Amounts?
	Show Only Report Totals?
	★ Generate Report

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	he Payroll Report there is an option to Begin Each Em	nployee 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 not wanting to including Employer Payroll Items, uncheck 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

Show Only Report Totals?

La Generate Report

to create the Payroll Report. Once completed, click on

to return to the

← Return to Payroll Detail

Payroll Report Example

box

Click on

Payroll Detail options

	10/17/17 12:29 РМ Payroll Report
Poulan (Demo) Schools	
Start Date: 6/29/2017	
Stop Date: 6/30/2017	
Pay Date: 6/30/2017	
Pay Cycle: First Pay of the month	
Pay Plan: Biweekly	
Description: uspsr2797	
Suppress Voluntary Deductions: false	
Ignore Direct Deposit: true	
Report Generated By: admin	
Report Sorted By: Employee ID	

F		2	D	D-bb Eb-	-	Duild Death 001/001				ch - h D							
Employee #:	ANONIO	2 Name:	Boyer	, ворру глаше	,	SERS Dave: 0.00				SEDS 1	ISU:	0.00					
						STRS Days: 0.00				STRS I	Hours:	0.00					
						STRS Days. 0.00				51105 1	ioura.	0.00					
	Pa	ay Records			Pa	y Items				Р	ay Ac	coun	ts				
				Posi	tion Abbreviation	Employee Amt Empl	oyer Amt Pos	ition				Accou	nts				
Position: 1	Pay Grou	p: C	Work Days:	0	Federal Tax	101.70	1	1 Тур	e Bd Lv Fu	ind Fund	c Obj	SCC	Subj	OPU	IL	Job	Chg Amt
Supervisor					Ohio State Tax	24.72		R	Y Y O	01 2310	0 171	0000 0	00000	101	00	001	1,250.00
Туре	Description	u Units	Rate	Gross	City Tax	18.75											
MIS test		25.00	50.00	1,250.00	Medicare Tax	18.13	18.13										
					Social Security	77.50	77.50										
Net:	\$1.009.20	Total Gross:	s	1.250.00	Total:	\$240.80	\$95.63					Total	Charge	d:		s	1.250.00
		Adjusted Gross	: \$	1,250.00	Total Annuities:	\$0.00	\$0.00										
Pay Distribu	utions																
CHECK	Check	\$1.009.20															
onlon	onoun	\$1,000.20															
Employee #:	ANON13	9 Name:	Lloyd	Susan Dennis		Build/Dept: 002/004				Check D	ist·						
Linpioyee at			110ju,	, ousur Denni		SERS Davs: 0.00				SERS I	Hours:	25.00					
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				Post	Abbreviation	Employee Ant Empl	oyer Ant Pos	neion				Accou	nus				
Position: 1	Pay Grou	ip: B	Work Days:	: 0	Federal Tax	175.55	oyer Aint Pos	1 <u>Typ</u>	e Bd Lv Fu	ind Fund	c Obj	SCC	Subj	OPU	IL.	Job	Chg Amt
Position: 1 Secretary	Pay Grou	p: B	Work Days:	: 0	Federal Tax Ohio State Tax	175.55 33.17	oyer Ant Post	1 <u>Typ</u> R	e Bd Lv Fu Y Y O	und Fund 01 2222	c Obj 2 141	SCC 0000 0	Subj 000000	OPU 101	IL 00	Job 000	Chg Amt 1,531.08
Position: 1 Secretary Type	Pay Grou Description	p: B Units	Work Days: Rate	0 Gross 281.08	Federal Tax Ohio State Tax City Tax	175.55 33.17 22.97	214 25	1 <u>Typ</u> R	e Bd Lv Fu Y Y O	und Fund 01 2222	c Obj 2 141	SCC 0000 0	Subj 000000	ори 101	IL 00	Job 000	Chg Amt 1,531.08
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Position: 1 Secretary <u>Type</u> ACC Accr MIS test Net: 4 Pay Distribu CHECK Employee #:	Pay Grou Description ued Wages - \$1,110.30 utions Check ANON23 Pa Pay Grou	p: B <u>Units</u> 1.00 25.00 Total Gross: Adjusted Gross \$1,110.30 7 Name: ay Records .p: 1	Work Days: Rate 281.08 50.00 \$: \$ S Bell, 1 Work Days:	0 0 0 0 1,250.00 1,531.08 1,377.97 Tina Andy Posi	Federal Tax Ohio State Tax City Tax SERS SERS Annuity Medicare Tax OSDI Tax Total: Total Annuities: don Abbreviation Federal Tax	Build/Dept: 001/005 SERS Days: 0.00 STRS Days: 0.00 y Items Employee Anti Empl 66.77	214.35 22.20 \$236.55 \$0.00	ition	e Bd Lv Fu Y Y O	Check D SERS I STRS I P und Fund	c Obj 2 141 ist: ist: Hours: ay Ac c Obj	scc 0000 (Total 0.00 0.00 ccoun scc	ts subj coooooo Charge ts subj subj	OPU 101 dd:	п. п.	Job 000 \$1	Chg Amt 1,531.08
Position: 1 Secretary <u>Type</u> ACC Accr MIS test Net: 5 Pay Distribu CHECK Employee #: Position: 1 Supervisor	Pay Grou Description ued Wages - \$1,110.30 utions Check ANON23 Pa Pay Grou	p: B <u>Units</u> 1.00 25.00 Total Gross: Adjusted Gross \$1,110.30 7 Name: ay Records p: 1	Work Days: Rate 281.08 50.00 \$: \$ S Bell, 1 Work Days:	0 Gross 281.08 1,250.00 1,531.08 1,377.97 Tina Andy Posit	Federal Tax Ohio State Tax City Tax SERS SERS Annuity Medicare Tax OSDI Tax Total: Total Annuities: Par ton Abbreviation Federal Tax Ohio State Tax	Build/Dept: 001/005 SERS Days: 0.00 STRS Days: 0.00 STRS Days: 0.00 STRS Days: 0.00	oyer Amt Post	ition R I Type R	e Bd Lv Fu Y Y 0 e Bd Lv Fu Y Y 0	nd Fund Check D SERS I STRS I P R nd Fund 1120	 c Obj 2 141 ist: idours: idours: ay Acc c Obj 0 111 	scc 00000 (Total 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	ts subj Charge ts subj Subj 30000	ор 101 ed: 0р 102	<u>н</u> 00 л	Job 000 \$1 Job 000	Chg Amt 1,531.08 1,531.08 <u>Chg Amt</u> 2,185.65
Position: 1 Secretary <u>Type</u> ACC Accr MIS test Net: 5 Pay Distribu CHECK Employee #: Position: 1 Supervisor <u>Type</u>	Pay Grou Description ued Wages - \$1,110.30 utions Check ANON23 Pa Pay Grou Description	p: B units 1.00 25:00 25:00 Total Gross: Adjusted Gross Adjusted Gross \$1,110.30 7 Name: ay Records 1 1 1	Work Days: Rate 281.08 50.00 \$: \$ Bell, 1 Work Days: Rate	Cross 281.08 1,250.00 1,3531.08 1,357.97 1,377.97	Federal Tax Ohio State Tax City Tax SERS SERS Annuity Medicare Tax OSDI Tax Total: Total Annuities: Par Medicare Tax OSDI Tax Total Annuities: Par Hon Abbreviation Federal Tax Ohio State Tax City Tax	Build/Dept: 001/005 SERS Days: 0.00 STRS Days: 0.00 y Items Employee Ant Empl 66.77 44.02 31.28	oyer Amt Post	ition 1 Typ R 1 Typ R 2	e Bd Lv Fu Y Y O Y Y O	nd Fund 2222 Check D SERS I STRS I P nd Fund 01 1120	<u>с оыј</u> 2 141 ist: Hours: ау Асс оыј 0 111	scc 0000 (Total 0.00 0.00 0.00 0.00 0.00 CCOULD 0.00 CCOULD 0.000	ts subj Charge ts subj Subj 30000	ор 101 ed: ор 102	н. 00 /	Job 000 \$1 Job 000	Chg Amt 1,531.08 1,531.08 Chg Amt 2,185.65

Report Summary

Pay Plan:	Biweekly	Total Employees:	4	
Pay Date:	6/30/2017	Total Positions:	6	
Total Gross:	\$6,374.89	Total Pay Items:	\$2,283.22	
Total Net:	\$4,091.67	Total Annuities:	\$770.39	
Total Charged:	\$6,374.89			
Total Direct Deposits:	\$0.00			
Total Checks:	\$4.091.67			

Pay Group Totals

Pay Type Totals

1 Green 2 3 43,406,55 ACC Accrued \$1,308,06 6 Mage 0 1 \$1,552,8 LPA Last By Acrued \$2,308,01 8 Magenta 13 1 \$1,531,08 AU AU Adjustment \$(\$1,97) C Tan 14 1 \$1,250,00 MIS Miscellaneous \$2,200,00 Pay Item Totals Code Arx. Implycep Total Read Share Perticipants 001 Federal Tax \$440,03 \$0,00 \$4 \$2,500,00 002 Ohin State Tax \$133,20 \$0,00 \$4 \$2 003 City Tax \$333,91 \$0,00 \$4 \$2 400 SERS \$0,00 \$2 \$30,313 \$2 \$30,91 \$30,00 \$2 520 Healt Saviags Account \$100,00 \$2 \$2 \$30,03 \$2 560 Array \$41,00 \$0,00 \$2 \$2 \$66 <th>Code</th> <th>Name</th> <th>Number of Positions</th> <th>Total Gross</th> <th>Pay Code</th> <th>Description</th> <th>Total Gross</th>	Code	Name	Number of Positions	Total Gross	Pay Code	Description	Total Gross
6 b Mage 8 Mage 1 c 1 1 1515.28 s1250.00 LPA M33 M15 Lat May Acruad Miscellaneous 2827.30 C Tan 14 1 S1250.00 M15 Miscellaneous 52,500.00 Colspan="4">Regular to the total tota	1	Green 2	3	\$3,408.53	ACC	Accrued	\$3,689.61
B Magenta 13 1 \$1,31.08 ADJ Adjustment (\$81.97) C Tan 14 1 \$1,250.00 MIS Mucedianceos \$2,500.00 Pay tem Totals Contract State Tax \$400.00 \$0.00 4 002 Obio State Tax \$133.20 \$0.00 4 400 SERS \$0.00 \$241.435 1 400 SERS \$0.00 \$214.35 1 5230 Health Savings Account \$100.00 \$0.00 2 5230 Health Savings Account \$100.00 \$0.00 2 5230 Health Savings Account \$100.00 \$0.00 2 5230 Annatiy \$153.13 \$0.00 2 566 Annatiy \$153.13 \$0.00 2 605 Regular \$91.30 \$0.00 2 605 Regular \$91.30 \$0.00 1 605 Regular \$91.30 \$0.00	6	Mango 8	1	\$185.28	LPA	Last Pay Accrued	\$267.25
C Tu 1 1,150.00 MIS Macellaneous 92,500.00 Control Participants Participants 94,60,03 90,00 4 001 Federal Tax 94,60,03 90,00 4	в	4agenta 13	1	\$1,531.08	ADJ	Adjustment	(\$81.97)
Pay bar	С	Tan 14	1	\$1,250.00	MIS	Miscellaneous	\$2,500.00
Carls No. Paginger Total Nard School Participants 001 Order Al Tax \$138,20 \$0,00 \$4 003 Olio State Tax \$138,20 \$0,00 \$4 004 SERS \$0,00 \$214,35 1 105 SERS \$0,00 \$214,35 1 106 SERS \$0,00 \$214,35 1 107 SERS \$0,00 \$214,35 1 108 Amatity \$100,00 \$10,080,00 2 109 SERS Amatity \$153,11 \$0,00 1 109 SERS Amatity \$100,00 \$10,080,00 2 101 Regular \$0,00 \$11,00 2 102 Regular \$100,00 \$10,80,00 2 103 State Amatity \$100,00 \$10,80,00 2 104 Regular \$10,00 \$0,00 1 105 Regular \$10,00 \$0,00 1				D			
Code Nov. Papelper Total Race Share Peticipants 001 Pederal Tax \$18.0.20 \$0.00 4 003 City Tax \$93.91 \$0.00 4 003 City Tax \$93.91 \$0.00 4 003 City Tax \$93.91 \$0.00 \$21.43.5 1 1400 SERS \$0.00 \$50.31.3 2 2 533 Annuty \$10.00 \$50.00 1 30.00 2 566 Annuty \$153.11 \$0.00 2 30.00 2 661 Regular \$0.00 \$11.098.00 2 30.00 2 663 Regular \$0.00 \$88.00 2 30.00 2 665 Regular \$10.00 \$80.00 2 30.00 2 665 Regular \$10.00 \$80.00 2 30.00 1 666 Regular \$10.00 \$0.00 1 30.00<				Pay Item Total	S		
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002 Ohio State Tax \$138.20 \$0.00 4 003 City Tax \$93.91 \$0.00 \$21.43.5 1 400 SERS \$0.00 \$21.43.5 1 1 529 Health Savings Account \$100.00 \$0.00 2 2 530 Annuity \$100.00 \$1.098.00 2 566 Annuity \$14.15 \$0.00 1 566 Annuity \$503.13 \$0.00 2 661 Regular \$00.00 \$11.00 2 602 Regular \$110.00 \$0.00 1 603 Regular \$11.00 \$0.00 1 604 Regular \$19.73 \$0.00 1 605 Regular \$19.73 \$0.00 1 606 Regular \$19.73 \$0.00 1 606 Regular \$19.73 \$0.00 1 607 Regular \$19.75 \$1.50	001		Federal Tax	\$469.03		\$0.00	4
003 ClyTax \$93.91 \$0.00 \$4 400 SERS \$0.00 \$50.13 2 529 HeithSaving Account \$100.00 \$0.00 2 530 Annuity \$0.00 \$1.098.00 2 530 Annuity \$0.00 \$1.098.00 2 566 Annuity \$100.11 \$0.00 1 590 SERS Annuity \$153.11 \$0.00 1 590 SERS Annuity \$503.13 \$0.00 2 601 Regular \$0.00 \$11.00 2 605 Regular \$91.30 \$0.00 1 606 Regular \$91.30 \$0.00 1 606 Regular \$91.30 \$0.00 1 606 Regular \$91.30 \$0.00 1 628 Regular \$90.78 \$90.78 \$90.01 1 630 OSDI Tax \$13.78 \$0.00 1 1 <	002		Ohio State Tax	\$138.20		\$0.00	4
400 SERS \$0.00 \$214.35 1 529 Health Savings Account \$10.00 \$50.01 2 530 Annuity \$0.00 \$10.98.00 2 566 Annuity \$151.11 \$0.00 1 590 SERS Annuity \$153.11 \$0.00 2 661 Regular \$0.00 \$11.09 2 601 Regular \$0.00 \$18.48 2 605 Regular \$0.00 \$18.48 2 606 Regular \$0.00 \$18.80 2 605 Regular \$0.00 \$18.80 2 606 Regular \$10.00 \$0.00 1 616 Regular \$10.00 \$0.00 1 623 Scalasecurity	003		City Tax	\$93.91		\$0.00	4
450 STRS \$0,00 \$50,13 2 529 Hahh Saring sAccount \$100,00 \$0,00 2 530 Annuity \$0,00 \$1,088,00 2 566 Annuity \$14,15 \$0,00 1 590 SERS Annuity \$153,11 \$0,00 1 591 STRS Annuity \$50,13 \$0,00 2 601 Regular \$0,00 \$11,00 2 605 Regular \$0,00 \$14,18 2 606 Regular \$0,00 \$14,18 2 606 Regular \$10,00 2 2 606 Regular \$11,00 \$0,00 1 616 Regular \$14,10 \$0,00 1 632 Medicare Tax \$12,750 \$77,50 1 810 OSDI Tax \$16,80 \$0,00 1 817 OSDI Tax \$16,80 \$0,00 1 Strodi ancementi	400		SERS	\$0.00		\$214.35	1
529 Health Savings Account \$100.00 \$0.00 2 530 Annuity \$14.15 \$00.00 1 590 SERS Annuity \$153.11 \$0.00 1 591 STRS Annuity \$503.13 \$0.00 2 601 Regular \$0.00 \$88.00 2 605 Regular \$0.00 \$19.48 2 606 Regular \$0.00 \$19.48 2 605 Regular \$10.00 \$0.00 1 606 Regular \$10.00 \$0.00 1 606 Regular \$11.00 \$0.00 2 606 Regular \$11.00 \$0.00 2 622 Medicare Tax \$397.43 \$0.00 1 693 Social Security Tax \$77.50 \$77.50 1 801 OSDI Tax \$11.78 \$0.00 1 92 Medicare Tax \$0.00 1 1 801	450		STRS	\$0.00		\$503.13	2
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566 Annuity \$14.15 \$0.00 1 590 \$STRS Annuity \$153.11 \$0.00 2 601 Regular \$0.00 \$11.00 2 602 Regular \$0.00 \$19.43 2 605 Regular \$0.00 \$19.48 2 606 Regular \$0.00 \$19.48 2 606 Regular \$10.00 \$19.48 2 606 Regular \$10.00 \$0.00 1 606 Regular \$11.00 \$0.00 1 607 Regular \$11.00 \$0.00 1 616 Regular \$10.00 \$0.00 1 692 Medicare Tax \$90.78 \$90.78 4 693 Social Security Tax \$77.50 \$77.50 1 817 OSDI Tax \$11.80 \$0.00 1 817 OSDI Tax \$12.83.22 \$2,102.24 \$2,102.24 Payroll Item S	530		Annuity	\$0.00		\$1,098.00	2
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591 STRS Annuity \$503.13 \$0.00 2 601 Regular \$0.00 \$11.00 2 605 Regular \$0.00 \$19.48 2 606 Regular \$91.30 \$0.00 1 606 Regular \$91.30 \$0.00 1 606 Regular \$110.00 \$0.00 1 606 Regular \$110.00 \$0.00 1 606 Regular \$110.00 \$0.00 2 628 Regular tax \$397.43 \$0.00 1 693 Social Security Tax \$77.50 1 1 801 OSDI Tax \$13.78 \$0.00 1 817 OSDI Tax \$16.80 \$0.00 1 817 OSDI Tax \$16.80 \$0.00 1 817 OSDI Tax \$16.80 \$0.00 1 817 OSDI Tax \$1.00 \$2,102.24 \$2,102.24	590		SERS Annuity	\$153.11		\$0.00	1
601 Regular \$0.00 \$\$11.00 2 602 Regular \$0.00 \$\$8.00 2 605 Regular \$\$0.00 \$\$19.48 2 606 Regular \$\$11.00 \$\$0.00 1 606 Regular \$\$11.00 \$\$0.00 1 606 Regular \$\$11.00 \$\$0.00 1 616 Regular \$\$14.10 \$\$0.00 2 628 Regular \$\$90.78 \$\$ \$\$ 633 Social Security Tax \$\$77.50 \$\$ \$\$ 817 OSDI Tax \$\$ \$\$0.00 1 817 OSDI Tax \$\$ \$\$ \$\$ 9ayroll Item Strs Advancement: \$\$ \$\$ \$\$ \$\$ 7 \$\$ \$\$ \$\$ \$\$ \$\$ 7 \$\$ \$\$ \$\$ \$\$ \$\$ 817 OSDI Tax \$\$ \$\$ \$\$ \$\$ <td< td=""><td>591</td><td></td><td>STRS Annuity</td><td>\$503.13</td><td></td><td>\$0.00</td><td>2</td></td<>	591		STRS Annuity	\$503.13		\$0.00	2
602 Regular \$0.00 \$88.00 2 605 Regular \$0.00 \$19.48 2 606 Regular \$91.30 \$0.00 1 609 Regular \$10.00 \$0.00 1 608 Regular \$110.00 \$0.00 2 628 Regular \$10.00 \$0.00 1 629 Medicare Tax \$90.78 \$90.78 4 633 Social Security Tax \$77.50 \$77.50 1 801 OSDI Tax \$13.78 \$0.00 1 817 OSDI Tax \$16.80 \$0.00 1	601		Regular	\$0.00		\$11.00	2
605 Regular \$0.00 \$11.48 2 606 Regular \$11.00 \$0.00 1 609 Regular \$110.00 \$0.00 2 616 Regular \$14.10 \$0.00 2 622 Regular \$197.43 \$0.00 1 632 Regular \$90.78 \$90.78 4 693 Social Security Tax \$77.50 \$77.50 1 801 OSDI Tax \$13.78 \$0.00 1 817 OSDI Tax \$16.80 \$0.00 1 Payroll Item Strs Advancement: \$0.00 \$0.00 Total ODJFS Count: \$	602		Regular	\$0.00		\$88.00	2
606 Regular \$91.30 \$0.00 1 609 Regular \$110.00 \$0.00 2 616 Regular \$397.43 \$0.00 1 628 Regular \$397.73 \$0.00 1 629 Medicare Tax \$90.78 \$0.75 1 693 Social Security Tax \$77.50 1 1 817 OSDI Tax \$13.78 \$0.00 1 21 \$2,283.22 \$2,102.24 \$2 Payroll Item Strs Advancement: \$0.00 \$0.00 1	605		Regular	\$0.00		\$19.48	2
609 Regular \$110.00 \$0.00 1 616 Regular \$14.10 \$0.00 1 628 Regular \$397.43 \$0.00 1 693 Social Security Tax \$90.78 \$90.78 4 693 Social Security Tax \$77.50 \$77.50 1 817 OSDI Tax \$16.80 \$0.00 1 21 \$2,283.22 \$2,102.24 Payroll Item Strs Advancement: \$0.00 \$0.00 \$1	606		Regular	\$91.30		\$0.00	1
616 Regular \$14.10 \$0.00 2 628 Regular \$397.43 \$0.00 1 692 Medicare Tax \$90.78 \$90.78 4 693 Social Security Tax \$77.50 \$77.50 1 801 OSDI Tax \$13.78 \$0.00 1 817 OSDI Tax \$16.80 \$0.00 1 Payroll Item Strs Advancement: \$0.00 \$2,283.22 \$2,102.24 Total ODJFS Count: \$	609		Regular	\$110.00		\$0.00	1
628 Regular \$397.43 \$0.00 1 692 Medicare Tax \$90.78 \$90.78 \$90.78 1 693 Social Security Tax \$77.50 \$77.50 1 801 OSDI Tax \$13.78 \$0.00 1 817 OSDI Tax \$16.80 \$0.00 1	616		Regular	\$14.10		\$0.00	2
692 Medicare Tax \$90.78 \$90.78 4 693 Social Security Tax \$77.50 1 801 OSDI Tax \$13.78 \$0.00 1 817 OSDI Tax \$16.80 \$0.00 1 2 21 \$2,283.22 \$2,102.24 Payroll Item Strs Advancement: \$0.00 1	628		Regular	\$397.43		\$0.00	1
693 Social Security Tax \$77.50 \$77.50 1 801 OSDI Tax \$13.78 \$0.00 1 817 OSDI Tax \$16.80 \$0.00 1 21 \$2,283.22 \$2,102.24 \$2,900.00 \$1 Total ODJFS Count: 3	692		Medicare Tax	\$90.78		\$90.78	4
801 817 OSDI Tax OSDI Tax \$13.78 \$16.80 \$0.00 1 21 \$2,283.22 \$2,102.24 Payroll Item Strs Advancement: \$0.00 \$0.00	693		Social Security Tax	\$77.50		\$77.50	1
817 OSDITax \$16.80 \$0.00 1 21 \$2,283.22 \$2,102.24 Payroll Item Strs Advancement: \$0.00 \$0.00 \$0.00 \$0.00	801		OSDI Tax	\$13.78		\$0.00	1
21 \$2,283.22 \$2,102.24 Payroll Item Strs Advancement: \$0.00 Total ODJFS Count: 3	817		OSDI Tax	\$16.80		\$0.00	1
21 \$2,283.22 \$2,102.24 Payroll Item Strs Advancement: \$0.00							
Payroll Item Strs Advancement: \$0.00 Total ODJFS Count: 3	21			\$2,283.22		\$2,102.24	
Total ODJFS Count: 3	Payroll Item Strs Advancen	nent:	\$0.00				
Total ODJFS Count: 3							
Total ODJFS Count: 3							
Total ODJFS Count: 3							
Total ODJFS Count: 3							
Total ODJFS Count: 3							
	Total ODJES Count: 3						

Exit out of your Pay Report then go back to the Payroll/Payroll Processing tab and click on the Detail key next to your current payroll.

Error Report

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

Error Report Example

3/30/17 2:33 PM

Payroll Error Report

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

Pay Item Detail Report

The Pay Item Detail Report is a detail report of employee paid Payroll Items.

Pay Item Detail Report example

Dixie (Demo) Schools							
Report Generated By: admin							
		Report Sorted By: Employee Na	ame				
	Begin Each Pa	ayroll Item on New Page: false					
		Pay Items: 001, 002, 00 506, 507, 50 566, 567, 56 609, 610, 61 690, 691, 69 813, 814, 81	3, 004, 005, 006, 007, 006 8, 509, 510, 511, 512, 513 8, 569, 570, 590, 591, 592 1, 612, 613, 614, 615, 616 2, 693, 800, 801, 802, 803 5, 816, 817, 818	8, 009, 400, 450, 500, 501, 50 5, 514, 515, 516, 550, 560, 560, 56 2, 600, 601, 602, 603, 604, 60 5, 617, 618, 619, 620, 621, 62 8, 804, 805, 806, 807, 808, 80	12, 503, 504, 505, 11, 563, 564, 565, 15, 606, 607, 608, 13, 625, 630, 650, 19, 810, 811, 812,		
				1,	/25/18 8:51 AM		
			Payro	oll Item Detai	il Report		
Employee #	Name	Employee Share Emplo	oyer Share T	axable Gross G	Gross Wages		
Pay Item: 001 Federal Tax							
ANON690	Barry, Raymond D.	171.73	0.00	1,592.91	1,636.08		
ANON671	Benjamin, Christoph C.	12.93	0.00	783.22	918.21		
ANON531	Benjamin, Elizabeth M.	42.61	0.00	575.22	793.77		
ANON266	Bentley, John P.	168.38	0.00	2,016.54	2,465.75		
ANON528	Berg, Gary C.	326.98	0.00	2,409.53	2,887.83		
ANON773	Best, Rebecca E.	87.53	0.00	1,295.37	1,543.00		
ANON564	Branch, Ryan P.	297.76	0.00	2,276.72	2,797.35		
ANON217	Burton, Martin P.	0.00	0.00	280.37	564.47		
ANON444	Butler, Jon D.	19.02	0.00	294.19	326.88		
ANON243	Campbell, Kendra D.	178.21	0.00	2,444.20	3,043.79		
ANON658	Clarke, Jerry M.	207.46	0.00	2,212.09	2,681.50		
ANON515	Colon, Katherine L.	50.19	0.00	982.86	1,142.86		
ANON296	Cooper, Noah A.	0.00	0.00	459.67	510.75		
ANON659	Cortez, Angie P.	142.88	0.00	1,410.84	1,615.57		
ANON107	Curtis, Jan J.	118.74	0.00	1,209.63	1,412.95		
ANON458	Dickinson, Mindy A.	77.13	0.00	1,425.19	1,766.50		
ANON598	Franco, Cheryl H.	241.98	0.00	2,023.16	2,383.33		
ANON625	Glover, Gail A.	0.00	0.00	318.58	353.98		
ANON676	Goff, Jeffery B.	0.00	0.00	459.68	510.76		
ANON589	Gregory, Vanessa G.	282.44	0.00	2,207.09	2,681.50		
ANON529	Gross, Vickie E.	67.25	0.00	780.58	937.50		
ANON541	Hardy, Russ R.	0.00	0.00	606.77	674.19		
ANON399	Harris, Katelyn S.	80.01	0.00	886.91	1,047.87		
		1 of 26					

1/25/18 8:51 AM Payroll Item Detail Report

Employee #	Name	Employee Share	Employer Share	Taxable Gross	Gross Wages
ANON235	Jones, Clayton D.	20.73	0.00	2,100.24	2,609.58
ANON176	Langley, Jordan R.	4.39	0.00	439.24	510.75
ANON440	Lewis, Blake S.	21.85	0.00	2,184.53	2,887.83
ANON331	Lyons, Sarah J.	10.52	0.00	1,051.93	1,227.89
ANON368	McCormick, Cameron D.	28.67	0.00	2,867.01	2,917.01
ANON749	Mendoza, Timmy D.	11.86	0.00	1,267.65	1,674.71
ANON731	Murphy, Marion C.	22.28	0.00	2,254.77	2,795.08
ANON791	Norton, Jenny F.	8.21	0.00	847.80	1,018.04
ANON548	Pennington, Candy L.	29.95	0.00	2,994.99	3,591.85
ANON125	Pruitt, Ryan M.	8.56	0.00	882.58	980.64
ANON356	Reese, Crystal J.	20.76	0.00	2,103.40	2,537.67
ANON224	Ross, Kathleen V.	3.73	0.00	400.44	698.23
ANON600	Serrano, Roger D.	5.62	0.00	589.16	753.21
ANON421	Swanson, Alicia S.	5.08	0.00	507.58	580.03
ANON260	Swanson, Roger F.	17.22	0.00	1,749.49	2,034.29
ANON727	Terrell, Jasmine A.	11.48	0.00	1,174.87	1,402.88
ANON445	Wagner, Morgan J.	5.21	0.00	520.97	583.27
ANON397	Ware, Shawn D.	33.19	0.00	3,319.27	3,446.63
ANON540	Willis, Sheila S.	11.97	0.00	1,197.03	1,378.00
ANON603	Wolf, Tyrone S.	36.63	0.00	3,690.12	4,522.23
ANON111	Workman, Dalton M.	10.91	0.00	1,090.57	1,278.60
Pay Item: 801 Participants	5:	34 441.63	0.00	45,028.40	53,290.41
Pay Item: 806 OSDI Tax					
ANON515	Colon, Katherine L.	14.74	0.00	982.86	1,142.86
Pay Item: 806 Participants	5:	1 14.74	0.00	982.86	1,142.86
Pay Item: 807 OSDI Tax					
ANON447	Phelps, Harold R.	27.45	0.00	1,622.89	2,321.96
Pay Item: 807 Participants	5:	1 27.45	0.00	1,622.89	2,321.96
Pay Item: 808 OSDI Tax					
ANON243	Campbell, Kendra D.	36.66	0.00	2,444.20	3,043.79
ANON589	Gregory, Vanessa G.	33.11	0.00	2,207.09	2,681.50
ANON359	Workman, Catherine B.	24.23	0.00	1,642.34	2,106.21
Pay Item: 808 Participants	5:	3 94.00	0.00	6,293.63	7,831.50
Pay Item: 814 OSDI Tax					
ANON528	Berg, Gary C.	23.55	0.00	2,409.53	2,887.83
ANON139	William, Sue P.	21.85	0.00	2,211.88	2,609.58
Pay Item: 814 Participants	5:	2 45.40	0.00	4,621.41	5,497.41
Pay Item: 816 OSDI Tax					

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Payroll Item Detail Report

Employee #	Name	Employee Share	Employer S	Share	Taxable Gross	Gross Wages
NON277	Vazquez, Bill J.		9.82	0.00	1,336.80	1,590.4
ay Item: 816 Participant	is: 1	L	9.82	0.00	1,336.80	1,590.4
		Repo	ort Summary			
	N	umber of Pay Items:	42			
	То	al Employee Share:	\$40,508.64			
	Тс	tal Employer Share:	\$48,357.73			
	1	otal Taxable Gross:	\$518,492.73			
		Total Gross Wages:	\$1,835,647.66			
		Total SERS Pick-up:	\$2,642.61			
		Total STRS Pick-up:	\$13,650.90			
	s	TRS Advancement:	\$0.00			

Post Payroll

Once payroll is ready to be Posted, click on the

Post Payroll button:

Payroll Detail			
← Return	to Payroll Listing		
Status	In Progress V		
Description	02/01/2018		
Pay Date	2/1/18		
Pay Plan	Semi-monthly V		
Pay Cycle	First Pay of the month		
	Suppress Voluntary Deductions		
	Ignore Direct Deposit		
Start Date	1/9/18		
Stop Date	m 1/23/18		
Payroll Sta	tus: 🔵 Initialized, 67 employees inclu	ded in payroll	
Modify Pa	ayroll Add Pay Group Pay Report	🔹 Error Report 📔 Pay Item Detail Report 📄 Post Payroll 🖉 Delete Payroll 🖉 Delete Payroll 🖉 Delete Payroll 🖉	
Payroll Pay	Groups		
Code		Description	Date Range
06		Magenta 8	Start Date: 01/09/2018 Stop Date: 01/23/2018
15		Violet 17	Start Date: 01/09/2018 Stop Date: 01/23/2018
SP		Violet 24	Start Date: 01/09/2018 Stop Date: 01/23/2018
14		Red 16	Start Date: 01/09/2018 Stop Date: 01/23/2018
09		Pink 11	Start Date: 01/09/2018 Stop Date: 01/23/2018

	More D R		
Processing Time		Status	
Completed Time: 1 seconds		•	
Completed Time: 2 seconds		•	
Completed Time: 0 seconds		•	
Completed Time: 1 seconds		•	
Completed Time: 0 seconds			

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

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

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

Payroll Detail				
← Ret	urn to Payroll Listing			
Status	Posted V			
Descript	on 01162018			
Pay Date	1/16/18			
Pay Plan	Semi-monthly V			
Pay Cyc	8 Second Pay of a two pay month			
	Occord a volume pay monant			
	Suppress Voluntary Deductions			
	gilore birect beposit			
Start Dat	e 12/26/17			
Stop Dat	e 📖 1/8/18			
Payroll	Status: 🥚 Posted, 59 employees included in payroll 🛛 Co	ompleted Time: 35 seconds		
Pay R	eport & Error Report Budget Distribution Report	A Payroll Account Distribution Report Unpost Process Payments Email Notices		
Payroll F	Pay Groups			I More D Reset
Code		Description	Date Range	
06		Magenta 8	Start Date: 12/26/2017	Stop Date: 01/08/2018
15		Violet 17	Start Date: 12/26/2017	Stop Date: 01/08/2018
SP		Violet 24	Start Date: 12/26/2017	Stop Date: 01/08/2018
14		Red 16	Start Date: 12/26/2017	Stop Date: 01/08/2018
09		Pink 11	Start Date: 12/26/2017	Stop Date: 01/08/2018
12		Tan 14	Start Date: 12/26/2017	Stop Date: 01/08/2018
19		Carnation 21	Start Date: 12/26/2017	Stop Date: 01/08/2018
11		Black 13	Start Date: 12/26/2017	Stop Date: 01/08/2018

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

- Pay Report Error Report

- Budget Distribution ReportPayroll Account Distribution Report

Budget Distribution Report

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

4/11/17 8:29 AM **Budget Distribution Report**

JUNIT CITY SCHOOLS

Report Generated By: admin

Payroll Pay Date: 3/3/2017

Fund	Function	Object	SCC	Subject	OPU	IL	Job	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	

	Repo	rt Summary					
	Fu	nd Totals					
Fund Total							
_	001	\$5,819.09					
	200	\$1,669.04					
Budget Account Grand Total: 6		Total All Funds:	\$8,603.51				
* Use the following inf	formation to	type a warrant check f	or this pay period. *				
	Check Num	ber: 100					
	Check Pay D	ate: 3/3/2017					
	Vendor Num	ber: 100					
	Total Amo	ount: \$8,603.51					
	Treasur	er's Certificate					
It is hereby certified that the amount (\$ expenditure for the above, has been lawf or in process or collection to the credit of outstanding.) require ully appropriated the	ed to meet the contract, agre l or authorized or directed fo fund free from any	eement, obligation, payment or r such purpose and is in the treasury obligation or certification now				
Da	ate		Dated				
PURCHASING AGENT		TREASURER, BOARD	OF EDUCATION				

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 8888888889	1 1	CONNERY, SEAN S. BROCKOVICH, ERIN H. BUDGET SUBTOTAL:	697.69 818.80 1,516.49
001	512	0000	2421	000000	004	00	000	979797979	1	CLOSE, GLENN A. BUDGET SUBTOTAL:	2,701.25 2,701.25
001	640	0000	1110	000000	004	00	000	88888888	1	ALLEN, TIMOTHY M. BUDGET SUBTOTAL:	1,601.35 1,601.35
006	560	0000	3120	000000	006	00	000	888888989	1	CHILDS, JULIA M. BUDGET SUBTOTAL:	1,115.38 1,115.38
200	891	9440	4134	000000	003	00	000	88888889	1	BROCKOVICH, ERIN H. BUDGET SUBTOTAL:	10.00 10.00
200	891	9710	4141	000000	005	00	000	44444444	1	KRAMER, KOSMO K. BUDGET SUBTOTAL:	1,659.04 1,659.04

1 of 2

	Repo	rt Summary		
Fund Totals				
	Fund	Total		
	001	\$5,819.09		
	006	\$1,115.38		
	200	\$1,669.04		
Total All Funds: \$8,603.51				

Unpost Payroll

If the payroll is not correct, there is an option to 'Unpost' the payroll.

To 'Unpost' Payroll, these are the stipulations:

Has to be in the Current Period

Ø Error - Cannot Unpost HistoricalPayroll Not in Current Period

Un-Post Payroll

 No processing of Outstanding Payables for the current payroll can be processed. The highligted as an clickable option. option will no longer be

· The next future payroll cannot be Initialized and in Progress

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 and also assigns a Check or Direct Deposit Number

Process Payments			+ X
Processing:	 Checks Direct Deposits 		
Output Format:	 XML (Export) PDF (Print) 		
Bank Account:	Default Bank Account	~	
Sort By:	Employee ID	~	
Starting Check Number:			
File Name:			
	2 Process Payments		
	Done		

Select the **Processing** of the Payments:

- Checks
- Direct Deposits

Output Format:

- XML (Export)
- PDF (Print)

Bank Account:

•

• Default Bank Account

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

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

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

Checks	5
•	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 Messag	e can be added by	going to SYSTEM/CONFIGURATION option and selecting 'Check Void Message Configurat
Void Message	Void After 90 Da	

```
<?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</p>
           wrollItomTotals 100 24 < navrollItomTotals
```

Checks.pdf Example

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

Direct Deposits XML (Export) Example

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

    <PayrollPayments>

    <directDepositPaymentDetail>

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

    <organizationAddress>

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

    <address>

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

Direct Deposits.pdf Example

		Dixie (Demo) Schoo 628 Pinkley Statio	ols n 44680		
		remple, Onio	44009		
	DATE 01/16/2018	PAYROLL	ACCOUNT		
	DAY TO				
	THE ORDER OF		NET PAT		
	Christenh Catherine	Deniamia	\$720.17		
	Christoph Catherine	Benjamin			
	1553 Lectric Parkwa	y A			
	Ousley, OH 08224	+			
	THE FOLLOWING AMOUNTS	HAVE BEEN DEPOSIT	ED TO YOUR ACC	OUNTS:	
	INSTITUTION	ACCOUNT	A	MOUNT	
	779557336	9912861117		726.17	
		0012001111		120.11	
15			DIOTO		DED #
	JBN EMPLOYEE NAME		DISTR	END DATE	DEP #
ANON6/1	1 Christoph Catherine Benjar	nin	WIII	01/08/2018	1000044
	PAY		CURRENT D	EDUCTIONS	
NAME	UNITS AMOUNT	NAME	AMOUNT	NAME	AMOUNT
Regular Wages -	40.000 918.21	Federal Tax	12.93	Obio State Tax	11.01
constantly		City Tax	13.13	*SERS	128.55
		*Health Savings	95.24	Annuity	0.82
		Account	00.24	Annuity	30.20
		Annuity	3.15	*Regular	41.95
		SERS Annuity	91.82	*Regular	41.05
		*Regular	520.80	*Medicare Tex	10.00
		Medicare Tax	12.69	Wedicare Tax	12.09
		OSDI Tax	7.29		
ADJUSTED GROSS	783.22				
GR055 1-1-D	1,630.42				
LISE-SICK BAL	USE-VAC BAI				
0.000/15.930	0.000/0.000				
USE-PER BAL	SERVICE DAYS				
0.000/2.500	5/101 /			TOTAL DED.	192.04
		CK. #	1000044	NET PAY	726.17
EX FED M 1	EX ST 2				

Email Notices

The **"Email Notifications"** module must be installed in System->Modules. Also, in System->Configuration, the Email Configuration needs at least 'Smtp Host' specified, and the Email Direct Deposit Notice Configuration needs 'From Email' specified as a "real" email address that your smtp email server will recognize. Once this is setup, the Email Notices button will be enabled and you will be able to schedule the sending of the email notices.

The form used to generate the direct deposit notices are fully customizable, whether they are generated for printing or emailing. The "Direct Deposit Form" option on the Email Direct Deposit Notices window allows you to choose the SSDT-provided form or your own custom form. The district could setup one or more custom formats, one of which that excludes the sensitive information, and they would only need to select the alternate form.

Click	Email Notices to en	nail employee's Direct Deposit Notices. If wanting to email DD notices now, leave	Date and Time as is and click
on [Schedule Sending of Se	elected Email Notices	
	il Direct Descrit Nations	· .	
Ema	all Direct Deposit Notices		+ ×
D	ate and time to send email notice	s* 🕮 1/23/18 10:00 AM	
		Available Selected	
		ANON458 - Dickinson ANON603 - Wolf, Tyro ANON659 - Cortez, Ar ANON421 - Swanson, ANON234 - Odom, Tri ANON658 - Clarke, Je ANON680 - Waller, To ANON680 - Waller, To ANON548 - Penningto ANON625 - Glover, Gi ANON731 - Murphy, M ANON107 - Curtis, Jai ANON334 - Heath, La ANON529 - Gross, Vio ANON529 - Gross, Vio ANON564 - Branch, R ANON540 - Willis, She ANON540 - Willis, She ANON540 - Willis, She	Mindy Alan ne Savannah gie Paul Alicia Sheila sha Derrick ayton Dusty rry Maria nya Herbert n, Candy Larry , Mother Casey ail Allen tarion Cameron n Jonathan ura Frank :kie Eric Timmy Dillon yan Pam aila Sarah rancis Dillon tob Carol
	lirect Deposit Form	Default Schedule Sending of Selected Email Notices	

To schedule a later date to send, click on Date and Time to send email notices option and enter in your requested date and time. The Direct

Deposit Form to be used, can be selected by the drop down box. Then click on

Schedule Sending of Selected Email Notices

Email Direct Deposit Notices			+ ×
Date and time to send email notices *	1/25/18 02:00 AM		
	AVailable ANON458 - Dickinson, Mindy Alan ANON603 - Wolf, Tyrone Savannah ANON659 - Cortez, Angie Paul ANON421 - Swanson, Alicia Sheila ANON234 - Odom, Trisha Derrick ANON235 - Jones, Clayton Dusty ANON658 - Clarke, Jerry Maria ANON680 - Waller, Tonya Herbert ANON588 - Pennington, Candy Larry ANON680 - Waller, Tonya Herbert ANON585 - Sheppard, Mother Casey ANON625 - Glover, Gail Allen ANON731 - Murphy, Marion Cameron ANON107 - Curtis, Jan Jonathan ANON334 - Heath, Laura Frank ANON529 - Gross, Vickie Eric ANON749 - Mendoza, Timmy Dillon ANON546 - Branch, Ryan Pam ANON540 - Willis, Sheila Sarah ANON489 - Schultz, Francis Dillon ANON313 - Warner, Rob Carol	Selected	
	 Info - 57 email direct deposit notices were s 	cheduled.	
Direct Deposit Form	Default Schedule Sending of Selected Email No.	otices	

Direct Deposit Notification example

** NOTIFICATION OF DIRECT DEPOSIT **

Dixie (Demo) Schools 628 Pinkley Station Temple, Ohio 44689

			Temple, Onio	44089		
	C 02/	OATE 15/2018	PAYROLI	ACCOUNT		
	PAY TO THE ORD Jot 504 Am	ER OF nn Patricia Bentle 4 Nolan Parkway boy, OH 1546	ey / 51	NET PAY \$1,641.69		
THE FOLLOWING AMOUNTS INSTITUTION 330919723			HAVE BEEN DEPOSITED TO YOUR ACCOUNTS: ACCOUNT AMOUNT 8974031849 1,641.69			
ID ANON266	JBN EMPL 1 John I	OYEE NAME Patricia Bentley		DISTR they	END DATE 02/09/2018	DEP # 1000167
PAY CURRENT DEDUCTIONS						
NAME	UNITS AMOUNT		NAME	AMOUNT	NAME	AMOUNT
Regular Wages -	13.000	2,465.75	Federal Tax	168.38	Ohio State Tay	55 35
constantly			City Tax	35.43	*STRS	345.21
			*Health Savings	81.54	Annuity	1.40
			Account		Annuity	67.20
			Annuity	5.40	STRS Annuity	345.21
			Health Savings	30.00	*Regular	39.60
			Regular	41.11	*Regular	10.27
			*Regular	492.80	*Medicare Tax	34.25
			Medicare Tax	34.25		
			OSDI Tax	40.33		
ADJUSTED GROSS GROSS Y-T-D		2,016.54 9,863.00				
USE-SICK BAL 0.000/40.520	USE-VAC BAL 0.000/0.000					
USE-PER BAL 0.000/3.000	SERVICE DAYS / 13/113				TOTAL DED.	824.06
EX FED M 0	EX ST 0		CK. #	1000167	NET PAY	1,641.69

Warning Messages

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

Payroll Processing Video