

Payroll Processing

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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

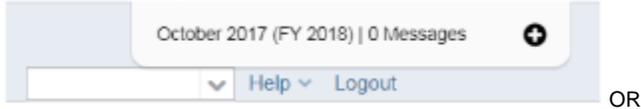
In Progress		Posted						
Status	Description	Pay Date	Pay Plan	Voided	Pay Cycle	Suppress Voluntary Deductions	Payroll De	
Posted		08/21/2015	Biweekly	false	Firstpay	false		Detail
Posted		05/20/2013	Biweekly	false	Firstpay	false		Detail
Posted		05/16/2013	Biweekly	false	Firstpay	false		Detail
Posted		10/28/2010	Biweekly	false	Secondpayofwopaymonth	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	Secondpayofwopaymonth	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	Secondpayofwopaymonth	false		Detail
Posted		02/21/2003	Biweekly	false	Secondpayofwopaymonth	false		Detail
Posted		03/31/2002	Biweekly	false	Secondpayofwopaymonth	false		Detail
Posted		03/15/2002	Biweekly	false	Firstpay	false		Detail
Posted		10/26/2001	Biweekly	false	Secondpayofwopaymonth	false		Detail
Posted		10/12/2001	Biweekly	false	Firstpay	false		Detail
Posted		09/28/2001	Biweekly	false	Secondpayofwopaymonth	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

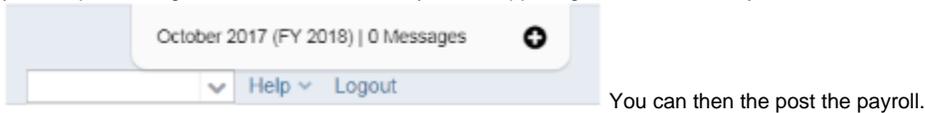
- **Posting Period Current-** To set Posting Period to **Open** and **Current** go to CORE/POSTING PERIOD/CREATE. . Select the Calendar Month, enter in the Calendar Year, click the Current box and then click the Create button. Before payroll processing begins verify that

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



- **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** until the Posting Period is set to **Current**. You will need to go to CORE/POSTING PERIOD and click on the  next to 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.



Start Payroll Processing

1. To begin a new Payroll Click on the  key.

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: *

- 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. Choose 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**.

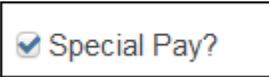
Suppress Voluntary Deductions?

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

****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 payroll is being run 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 **Initialize Payroll** 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** indicator button  is in the Status field this indicates that this pay group failed during

processing. You can select  to view the errors produced during this payroll.

Payroll Detail

[Return to Payroll Listing](#)

Status:

Description:

Pay Date:

Pay Plan:

Pay Cycle:

Suppress Voluntary Deductions

Ignore Direct Deposit

Start Date:

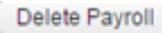
Stop Date:

Payroll Status: ● Initialized, 67 employees included in payroll

[Modify Payroll](#) [Add Pay Group](#) [Pay Report](#) [Error Report](#) [Pay Item Detail Report](#) [Post Payroll](#) [Delete Payroll](#) [Delete Payroll and Exceptions](#)

Code	Description	Date Range	Processing Time	Status
06	Magenta 8	Start Date: 01/09/2018 Stop Date: 01/23/2018	Completed Time: 1 seconds	●
15	Violet 17	Start Date: 01/09/2018 Stop Date: 01/23/2018	Completed Time: 2 seconds	●
SP	Violet 24	Start Date: 01/09/2018 Stop Date: 01/23/2018	Completed Time: 0 seconds	●
14	Red 16	Start Date: 01/09/2018 Stop Date: 01/23/2018	Completed Time: 1 seconds	●
09	Pink 11	Start Date: 01/09/2018 Stop Date: 01/23/2018	Completed Time: 0 seconds	●
12	Tan 14	Start Date: 01/09/2018 Stop Date: 01/23/2018	Completed Time: 0 seconds	●

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

The screenshot shows a window titled "Add Payroll Addition". It contains two dropdown menus for "Pay Group Select". The left dropdown has "None (\$\$)" and "SUPPLEMENTAL (9)". The right dropdown has "NON-UN NON-CERT. (6)", "CERTIFIED SUBS (7)", and "NON-CERT SUBS (8)". Below the dropdowns are "Start Date:" and "Stop Date:" fields, both with calendar icons and set to 3/12/17 and 3/25/17. An "Add Pay Group" button is located at the bottom.

To return to all Payroll's in Progress, click on **Return to Payroll Listing** in the top left hand corner. You can then click on the **Detail** key 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:

The screenshot shows a window titled "Payroll Report Options". It contains a "Return to Payroll Detail" button at the top. Below are "Report Title:" (text field with "Payroll Report"), "Sort By:" (dropdown menu with "Employee ID"), and "Report Format:" (dropdown menu with "PDF (download)"). There are three checkboxes: "Begin Each Employee on New Page?" (unchecked), "Include Employer Payroll Item Amounts?" (checked), and "Show Only Report Totals?" (unchecked). A "Generate Report" button is at the bottom.

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 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 box **Show Only Report Totals?**

 **Generate Report**

 **Return to Payroll Detail**

Click on **Generate Report** to create the Payroll Report. Once completed, click on **Return to Payroll Detail** to return to the Payroll Detail options

Payroll Report Example

10/17/17 12:29 PM

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

Employee #: ANON102 Name: Boyer, Bobby Elaine

Build/Dept: 001/001
 SERS Days: 0.00
 STRS Days: 0.00

Check Dist:
 SERS Hours: 0.00
 STRS Hours: 0.00

Pay Records

Pay Items

Pay Accounts

					Position	Abbreviation	Employee Amt	Employer Amt	Position	Accounts												
Position: 1	Pay Group: C	Work Days: 0				Federal Tax	101.70		1	Type	Bd	Lv	Fund	Func	Obj	SCC	Subj	OPU	IL	Job	Chg Amt	
Supervisor						Ohio State Tax	24.72			R	Y	Y	001	2310	171	0000	000000	101	00	001	1,250.00	
<u>Type</u>	<u>Description</u>	<u>Units</u>	<u>Rate</u>	<u>Gross</u>		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:	\$1,250.00	Total:			\$240.80	\$95.63										Total Charged:				\$1,250.00
		Adjusted Gross:	\$1,250.00	Total Annuities:			\$0.00	\$0.00														
Pay Distributions																						
CHECK	Check	\$1,009.20																				

Employee #: ANON139 Name: Lloyd, Susan Dennis

Build/Dept: 002/004
 SERS Days: 0.00
 STRS Days: 0.00

Check Dist:
 SERS Hours: 25.00
 STRS Hours: 0.00

Pay Records

Pay Items

Pay Accounts

					Position	Abbreviation	Employee Amt	Employer Amt	Position	Accounts												
Position: 1	Pay Group: B	Work Days: 0				Federal Tax	175.55		1	Type	Bd	Lv	Fund	Func	Obj	SCC	Subj	OPU	IL	Job	Chg Amt	
Secretary						Ohio State Tax	33.17			R	Y	Y	001	2222	141	0000	000000	101	00	000	1,531.08	
<u>Type</u>	<u>Description</u>	<u>Units</u>	<u>Rate</u>	<u>Gross</u>		City Tax	22.97															
ACC Accrued Wages - ...		1.00	281.08	281.08		SERS		214.35														
MIS test		25.00	50.00	1,250.00		SERS Annuity	153.11															
						Medicare Tax	22.20	22.20														
						OSDI Tax	13.78															
Net:	\$1,110.30	Total Gross:	\$1,531.08	Total:			\$420.78	\$236.55										Total Charged:				\$1,531.08
		Adjusted Gross:	\$1,377.97	Total Annuities:			\$153.11	\$0.00														
Pay Distributions																						
CHECK	Check	\$1,110.30																				

Employee #: ANON237 Name: Bell, Tina Andy

Build/Dept: 001/005
 SERS Days: 0.00
 STRS Days: 0.00

Check Dist:
 SERS Hours: 0.00
 STRS Hours: 0.00

Pay Records

Pay Items

Pay Accounts

					Position	Abbreviation	Employee Amt	Employer Amt	Position	Accounts												
Position: 1	Pay Group: 1	Work Days: 0				Federal Tax	66.77		1	Type	Bd	Lv	Fund	Func	Obj	SCC	Subj	OPU	IL	Job	Chg Amt	
Supervisor						Ohio State Tax	44.02			R	Y	Y	001	1120	111	0000	130000	102	00	000	2,185.65	
<u>Type</u>	<u>Description</u>	<u>Units</u>	<u>Rate</u>	<u>Gross</u>		City Tax	31.28		2													

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

Code	Name	Number of Positions	Total Gross	Pay Code	Description	Total Gross
1	Green 2	3	\$3,408.53	ACC	Accrued	\$3,689.61
6	Mango 8	1	\$185.28	LPA	Last Pay Accrued	\$267.25
B	Magenta 13	1	\$1,531.08	ADJ	Adjustment	(\$81.97)
C	Tan 14	1	\$1,250.00	MIS	Miscellaneous	\$2,500.00

Pay Item Totals

Code	Abrv.	Employee Total	Board Share	Participants
001	Federal Tax	\$469.03	\$0.00	4
002	Ohio State Tax	\$138.20	\$0.00	4
003	City Tax	\$93.91	\$0.00	4
400	SERS	\$0.00	\$214.35	1
450	STRS	\$0.00	\$503.13	2
529	Health Savings Account	\$100.00	\$0.00	2
530	Annuity	\$0.00	\$1,098.00	2
566	Annuity	\$14.15	\$0.00	1
590	SERS Annuity	\$153.11	\$0.00	1
591	STRS Annuity	\$503.13	\$0.00	2
601	Regular	\$0.00	\$11.00	2
602	Regular	\$0.00	\$88.00	2
605	Regular	\$0.00	\$19.48	2
606	Regular	\$91.30	\$0.00	1
609	Regular	\$110.00	\$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

21		\$2,283.22	\$2,102.24
Payroll Item Strs Advancement:	\$0.00		
Total ODJFS 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

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				

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 Name

Begin Each Payroll Item on New Page: false

Pay Items: 001, 002, 003, 004, 005, 006, 007, 008, 009, 400, 450, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 550, 560, 561, 563, 564, 565, 566, 567, 568, 569, 570, 590, 591, 592, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 623, 625, 630, 650, 690, 691, 692, 693, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818

1/25/18 8:51 AM

Payroll Item Detail Report

Employee #	Name	Employee Share	Employer Share	Taxable Gross	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

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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:		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:		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:		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:		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:		2	45.40	0.00	4,621.41	5,497.41
Pay Item: 816 OSDI Tax						
25 of 26						

Payroll Item Detail Report

Employee #	Name	Employee Share	Employer Share	Taxable Gross	Gross Wages	
ANON277	Vazquez, Bill J.	9.82	0.00	1,336.80	1,590.42	
Pay Item: 816 Participants:		1	9.82	0.00	1,336.80	1,590.42

Report Summary

Number of Pay Items:	42
Total Employee Share:	\$40,508.64
Total Employer Share:	\$48,357.73
Total 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
STRS Advancement:	\$0.00

Once payroll is ready to be Posted, click on the **Post Payroll** button:

Payroll Detail

[← Return to Payroll Listing](#)

Status: **In Progress**

Description: 02/01/2018

Pay Date: 2/1/18

Pay Plan: Semi-monthly

Pay Cycle: First Pay of the month

Suppress Voluntary Deductions

Ignore Direct Deposit

Start Date: 1/9/18

Stop Date: 1/23/18

Payroll Status: **Initialized, 67 employees included in payroll**

[Modify Payroll](#)
[Add Pay Group](#)
[Pay Report](#)
[Error Report](#)
[Pay Item Detail Report](#)
[Post Payroll](#)
[Delete Payroll](#)
[Delete Payroll and Exceptions](#)

Payroll Pay Groups

Code	Description	Date Range	Processing Time	Status
06	Magenta 8	Start Date: 01/09/2018 Stop Date: 01/23/2018	Completed Time: 1 seconds	●
15	Violet 17	Start Date: 01/09/2018 Stop Date: 01/23/2018	Completed Time: 2 seconds	●
SP	Violet 24	Start Date: 01/09/2018 Stop Date: 01/23/2018	Completed Time: 0 seconds	●
14	Red 16	Start Date: 01/09/2018 Stop Date: 01/23/2018	Completed Time: 1 seconds	●
09	Pink 11	Start Date: 01/09/2018 Stop Date: 01/23/2018	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

[← Return to Payroll Listing](#)

Status: **Posted**

Description: 01162018

Pay Date: 1/16/18

Pay Plan: Semi-monthly

Pay Cycle: Second Pay of a two pay month

Suppress Voluntary Deductions

Ignore Direct Deposit

Start Date: 12/26/17

Stop Date: 1/8/18

Payroll Status: **Posted, 59 employees included in payroll** Completed Time: 35 seconds

[Pay Report](#)
[Error Report](#)
[Budget Distribution Report](#)
[Payroll Account Distribution Report](#)
[Unpost](#)
[Process Payments](#)
[Email Notices](#)

Payroll Pay Groups

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 Report
- Payroll Account Distribution Report

Budget Distribution Report

Budget Distribution Report Options

Report Title: *

USAS Check Number:

USAS Vendor Number:

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

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

Report 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

⊗ Error - Cannot Unpost Historical Payroll Not in Current Period

- No processing of Outstanding Payables for the current payroll can be processed. The highlighted as an clickable option.

Un-Post Payroll

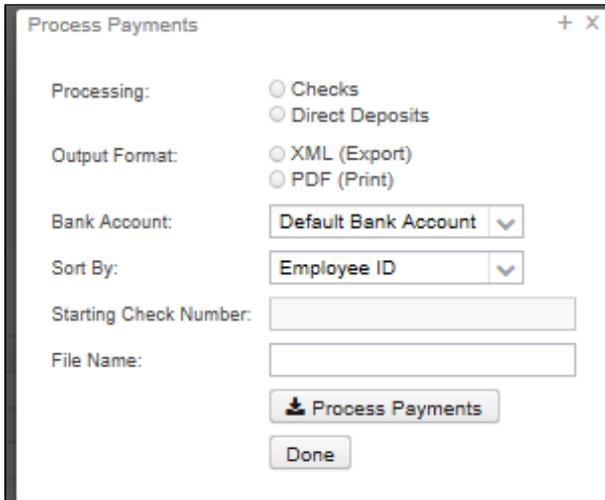
option will no longer be

- 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



Select the **Processing** of the Payments:

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

Output Format:

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

Bank Account:

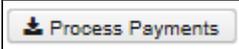
- **Default Bank Account**

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 SYSTEM/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


```

<?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) Schools
 628 Pinkley Station
 Temple, Ohio 44689

DATE 01/16/2018 PAYROLL ACCOUNT

PAY TO THE ORDER OF
 Christoph Catherine Benjamin
 1553 Lectric Parkway
 Ousley, OH 08224

NET PAY \$726.17

THE FOLLOWING AMOUNTS HAVE BEEN DEPOSITED TO YOUR ACCOUNTS:

INSTITUTION	ACCOUNT	AMOUNT
779557336	9912861117	726.17

ID	JBN	EMPLOYEE NAME	DISTR	END DATE	DEP #
ANON671	1	Christoph Catherine Benjamin	will	01/08/2018	1000044

NAME	PAY		CURRENT DEDUCTIONS			
	UNITS	AMOUNT	NAME	AMOUNT	NAME	AMOUNT
Regular Wages - constantly	40.000	918.21	Federal Tax	12.93	Ohio State Tax	11.01
			City Tax	13.13	*SERS	128.55
			*Health Savings Account	95.24	Annuity	0.82
			Annuity	3.15	Annuity	39.20
			SERS Annuity	91.82	*Regular	41.85
			*Regular	520.80	*Regular	10.85
			Medicare Tax	12.69	*Medicare Tax	12.69
			OSDI Tax	7.29		

ADJUSTED GROSS 783.22
 GROSS Y-T-D 1,836.42

USE-SICK BAL 0.000/15.930
 USE-VAC BAL 0.000/0.000

USE-PER BAL 0.000/2.500
 SERVICE DAYS 5/101 /

CK. # 1000044 TOTAL DED. 192.04
 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 'Smtip 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 email employee's Direct Deposit Notices. If wanting to email DD notices now, leave Date and Time as is and click on **Schedule Sending of Selected Email Notices** :

The screenshot shows a software window titled "Email Direct Deposit Notices". At the top left, there is a label "Date and time to send email notices *" followed by a calendar icon and a text box containing "1/23/18 10:00 AM". Below this is a section labeled "Available" with an empty list box. To the right is a "Selected" list box containing 18 entries, each with an ANON ID and a name: 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; ANON548 - Pennington, Candy Larry; ANON385 - 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; ANON564 - Branch, Ryan Pam; ANON540 - Willis, Sheila Sarah; ANON489 - Schultz, Francis Dillon; ANON313 - Warner, Rob Carol. At the bottom left, there is a label "Direct Deposit Form" and a dropdown menu showing "Default". At the bottom center, there is a button labeled "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**

Date and time to send email notices *

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
- ANON548 - Pennington, Candy Larry
- ANON385 - 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
- ANON564 - Branch, Ryan Pam
- ANON540 - Willis, Sheila Sarah
- ANON489 - Schultz, Francis Dillon
- ANON313 - Warner, Rob Carol

Selected

-

✓ Info - 57 email direct deposit notices were scheduled.

Direct Deposit Form

Default ▾

Schedule Sending of Selected Email Notices

Direct Deposit Notification example

** NOTIFICATION OF DIRECT DEPOSIT **

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

DATE
02/15/2018

PAYROLL ACCOUNT

PAY TO
THE ORDER OF

NET PAY
\$1,641.69

John Patricia Bentley
504 Nolan Parkway
Amboy, OH 15461

THE FOLLOWING AMOUNTS HAVE BEEN DEPOSITED TO YOUR ACCOUNTS:

INSTITUTION	ACCOUNT	AMOUNT
330919723	8974031849	1,641.69

ID	JBN	EMPLOYEE NAME	DISTR	END DATE	DEP #
ANON266	1	John Patricia Bentley	they	02/09/2018	1000167

NAME	PAY		CURRENT DEDUCTIONS			
	UNITS	AMOUNT	NAME	AMOUNT	NAME	AMOUNT
Regular Wages - constantly	13.000	2,465.75	Federal Tax	168.38	Ohio State Tax	55.35
			City Tax	35.43	*STRS	345.21
			*Health Savings Account	81.54	Annuity	1.40
			Annuity	5.40	Annuity	67.20
			Health Savings Account	30.00	STRS Annuity	345.21
			Regular	41.11	*Regular	39.60
			*Regular	492.80	*Regular	10.27
			Medicare Tax	34.25	*Medicare Tax	34.25
			OSDI Tax	40.33		

ADJUSTED GROSS 2,016.54
GROSS Y-T-D 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

EX FED M 0 EX ST 0

CK. # 1000167
TOTAL DED. 824.06
NET PAY 1,641.69

Warning Messages

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

Payroll Processing Video

