

PAYROLL PROCESSING

Run PAYDIR to Clear out Accumulators prior to starting a new payroll

ADDING NEW EMPLOYEES:

Must add BIOSCN, JOBSCN, PAYSCN, DEDSCN, BENSCN – These can be added through BRWSCN also.

USPSDAT/CALMNT/CALRPT – To create/print a calendar report for pay period/contract year if necessary.

USPSCN/ATDSCN – To post Attendance, Absence or Adjustment Days/Weeks
Type SSN or Name, then Find Key (F11), Add Key (F12) or Mass Add Key (S12 = Ctrl/F12)

AT – Attendance days posted for substitutes or part-time employees with a Default Calendar.

AB – Absence days posted for any contracted employees

When all AT & AB have been posted, you may run and ABSRPT/ABS101 to generate a report of what has been entered for this payroll.

INICAL – Initializes Payroll – Brings all salaries into the current payroll process.

Start/Restart from Scratch

Enter pay period begin, ending and pay dates,

pay of month - A–First pay of month

B –Second pay of a two pay month

C –Second pay of a three pay month

D –Third pay of the month

E –Suppress voluntary deductions – This allows you to suppress all 500 and 600 deductions excluding Fed., State, retirement and Medicare/FICA deductions.

Special Pay – N (no)

Direct Deposit Option usually is B (both)

Ignore Direct Deposit Flag –N (no) Unless Special Pay, then Y (yes)

Generate and print INICAL.TXT and balance totals.

PAYSUM – Detail Listing of Individuals with equal pays brought into payroll through INICAL. Generate/Sort by Pay Group. Print to Balance with Control Sheet. CURPAY- Current Pay Amount Summary Report is also a good balancing tool at this time.

USPSCN/UPDCAL_CUR – Enter exceptions for employees along with hourly, overtime, supplemental pays, etc.

Type Last Name – Find Key (F11) then Modify Key (F14) to enter OT, Misc. Pay, etc. for employees entered in through INICAL Process.

Add Key (F12) – Type Last Name, highlight Job # to be paid, then (RE) return key to add hourly employees not on equal pays.

PAYSUM – Should be generated after all exceptions have been entered, sorted by Pay Group and Balanced with Control Sheet.

CALCPAY – Generate to calculate payroll deductions, pay report, budget report and error report (if any errors have occurred corrections should be made at this time).
CALCPAY will generate the following reports to be printed and checked for accuracy:

CALCERR - Will identify any errors.

Fatal Errors must be corrected before proceeding

PAYRPT - Detail of employee's pay for this period.

DEDTOT - List Total of all Deductions

DEDET - List Detail of all Deductions

BUDPRO - List of Budget Projection

BUDET - List of Budget Detail

CHKPRT – Generates paychecks and direct deposit notices for printing. You will need the starting check number to verify and enter into computer. You may also enter a message to be printed on the bottom of all checks/direct deposits. Set up printer with checks in place to start **chkform.txt** (paychecks), then print **dirform.txt** (direct deposit forms) also if using e-mail direct deposit - **dirform_01.txt**.

Changes may be made to the payroll up to this point. – Be certain all pay and deduction amounts are in balance!

CHKUPD – Check Update – You will need a USAS Check Number and Vendor Number for this process. This will actually post the payroll to employee's records and create a .batch file (AUTOPOST_PAYROLL.Batch) to be posted to the Accounting Records. No Changes may be made to the payroll after CHKUPD has been generated. This will create the **BUDDIS.TXT** (Budget Distribution Report) and **DISDET.TXT** (Budget Detail Report).

PAYDIR – Process (A) All employees on direct deposit. Print **PAYDIR.TXT** report and balance to last page of Pay Report and Deduction Report (700's) direct deposit deductions. If you do not send your Direct Deposit to your bank directly, enter a Helpdesk ticket to LGCA that your direct deposit file is ready to transfer with the Total \$\$\$ figure, # of credits and # of pre-notes this pay. Direct Deposit Tape should be ready by Noon the day the tape is to be transferred.

PAYDED – Payroll Deduction Report. Generate P-Projection Option first, to review DEDRPT prior to generating actual checks. When all desired deductions are chosen and balanced, you are ready to create deduction checks, run PAYDED again choosing the A-Actual Option. The A-Actual Option creates checks and clears the employee's deduction code accumulators.

BRDDIS – To generate a .batch file used during Autopost in order to create a requisition to pay Board Paid Deduction amounts. Such as 14% retirement, 1.45% medicare, etc.

RETIRE – Generate **RETIRE/STRS** after each payroll, verify days and amounts are correct, (make corrections as needed in **ATDSCN** – AD/RE). Re-generate **RETIRE/STRS** when in balance and print report, **STRS_SEND** to Columbus.

Run **RETIRE/SERS**, say (N) no to create tape, at the end of each month. Check days and dollar amounts for all employees (make corrections as needed in **ATDSCN** – AD/RE) and make sure totals agree with payroll amounts generated for the month. After all is checked and in balance, re-generate **RETIRE/SERS** again choosing (Y) to create tape and print a final copy of **SERSREG.TXT**

LEVPRO – Leave Projection report generated by districts on a monthly, quarterly or annual basis depending on district policy. Creates a .batch file to be posted to USAS.

AUTOPOST_PAYROLL – Posted for current month processing of USAS. May be held if USAS is not closed for prior month's processing.

AUTOPOST_LEVPRO – Based on District Decision of posting leave. If Leave is not posted to USAS, an e-mail to LGCA_SOFT@LGCA.ORG is necessary to ask that these files be deleted.

BENACC/BENRPT – BENACC is generated to add 1.25 days of Sick Leave per month to each eligible employee. Also, generated once per year to reset Personal Leave days.

CHKSTS – Run a check status report for all checks and direct deposits generated for the month.

VERIFY the payroll Reports are accessible for the pay cycle via **PAYCD**