

How to run the Payroll Earnings Analysis CSV File (PAYHEA)

- 1. From Print Manager, click on Job Menu
- 2. On the Job Menu, in Grid-mode, type in PAYHEA and hit enter



3. Double-click on "Generate Payroll Earnings Analysis CSV File"

4. Click on Retrieve Preset icon

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	File Options
	District: 92 - SANTA CLARA CNTY OFFICE OF EDU 🚽
	Process Date From: 🚺 💌 Date To: 💌
	Fiscal Year:
h	Control Date:
1	Data File Version
l	SSN Masking 0 = none, 1-9 = mask, UR = ExtRef
	Benefit class for employer's cost for all medical, dental and vision benefits, including employer share and contributions paid on behalf of the employee
	Benefit class for employer's share of pension payments
	Benefit class for employee's pension contribution paid by the employer
	Benefit class for cost to the employer for long term disability. life. Medicare and Social Security insurance

5. Double-click on first preset "00BANG-GLOBAL"

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				002	07BANG	07		Salary for publication	7299	02/25/2013	D
			_	003	09BANG	09		Salary for publication	7299	02/15/2013	D
			_	004	36BANG	36		SALARY FOR PUBLIC INFO	7299	10/29/2013	D
			_	005	51BANG	51		Salary for publication	7299	02/25/2013	D
			_	006	57BANG	57		Salary for public information	7299	01/17/2012	D
			_	007	62BANG	62		Salary for public information	7299	01/17/2012	D
			_	800	75BANG	75		2011 Salary for publication	7299	01/09/2012	D
			_	009	81BANG	81		Salary for publication	7299	04/12/2013	D
			_	010	90BANG	90		2011 Salary Information	8141	01/17/2012	D
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- 6. Change the Process Dates, Fiscal Year, Control Date, Data File Version and SSN Masking settings as required. If running multiple times, please use different Date File Version numbers. (1 for the first run, 2 for the second etc.)
- Generate Payroll Earnings Analysis CSV File (SC-COE) File Options 🔚 🖻 🗢 📴 🌁 District: 92 - SANTA CLARA CNTY OFFICE OF EDU Process Date From: 01/01/2014

 Date To: 12/31/2014 -Fiscal Year: 2014 Control Date: 06/30/2014 · Data File Version: 4 SSN Masking 0 • none, 1-9 = mask, L/R = ExtRef Benefit class for employer's cost for all medical, dental and vision benefits. including employer share and contributions paid on behalf of the employee **04** Benefit class for employer's share of pension payments 01 02 Benefit class for employee's pension contribution paid by the employer 07 08 10 12 Benefit class for cost to the employer for long term disability, life, Medicare and Social Security insurance 03 05 09 11
- Click on Submit job icon (lightning bolt) to generate the report. 7.

8. Go to Personnel Downloader, Data tab to locate generated file called PAYHEA.

9. Click on PAYHEA then click on Open in Excel icon at the top.

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- 10. Excel will now open with all the Payroll Earnings data for your district.
- 11. New requirements for 2014-

Due to new requirements from the Bay Area News Group, you must make two additional changes to your spreadsheet before submitting it:

- Combine the totals from columns 9 and 13 and populate as column 10.
- Now create a new column 9 and populate with any meeting stipends and other payments that would qualify as non-employee compensation under IRS form 1099-misc. (This column will <u>not</u> apply to most employees)