

Payroll Fiscal Year End

Rolling Paylines

Presented by: Rhonda Ramirez

Purpose of Webinar

To review the processes available for districts to roll Paylines to the new Fiscal Year



Topics Overview

- What is payline rolling?
- What are the choices for payline rolling?
- What is the standard order?
- Things to be aware of
- Launching the Copy Paylines job
- Using the Presets
- Rolling by individual paytype
- Live demonstration in our test environment
- Need help?



What is payline rolling?

- Payline Rolling is simply copying an existing payline in the current Fiscal Year (source), over to the new Fiscal Year (target).



What are the choices for payline rolling?

- Presets
 - Standard Order
- Custom
 - By Pay Type



What is the standard order?

- 1-NML L NO BEN
- 2-NML HD NO BEN
- 3-CSH CSHR
- 4-OTHER ACTIVE L
- 5-OTHER ACT HD
- 6-BEN ONLY



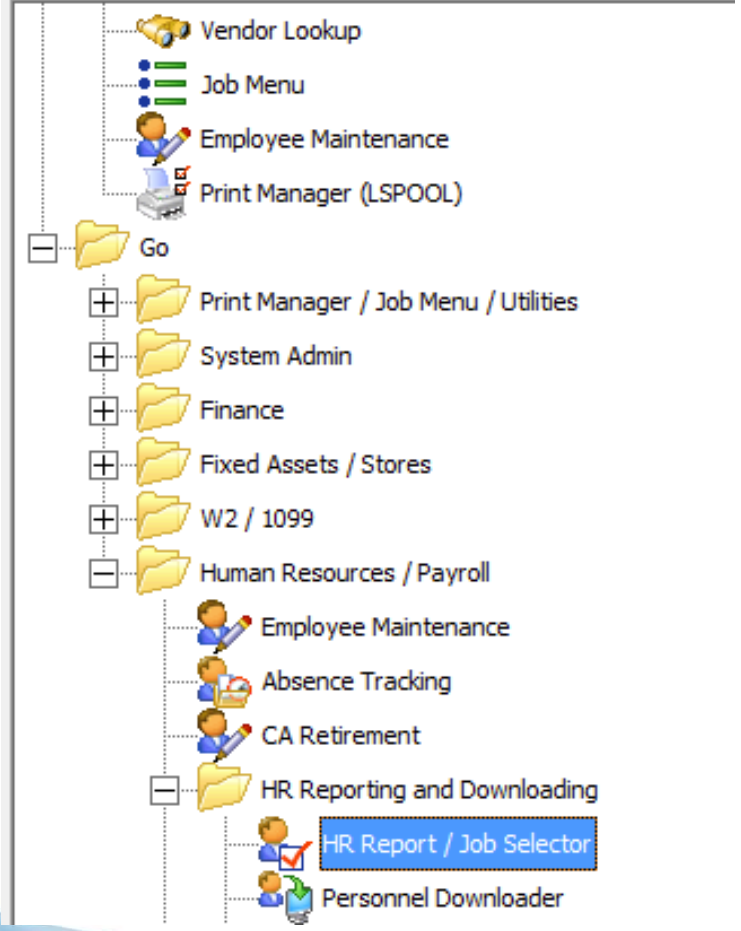
Things to be aware of

- If driving payroll from Position Control, use PL0402 process first.
- A payline can only be rolled once.
- If paylines rolled early, they must be maintained in both years.
- All payroll staff out of the Payroll screens during roll process.



Launching the Copy Paylines job





Navigate to HR Report/Job Selector



HR Report/Job Selector 92 - SANTA CLARA CO OFFICE OF ED

File Options Help+Video

Reports |
 Global Settings |
 Field Selection |
 Districts |
 Employee Selection |
 Custom Selection Screen |
 Schedule Job

Show Reports |
 Show Jobs

Category: PAY - Payroll

Search:

Ignore unused reports: Show Favorites:

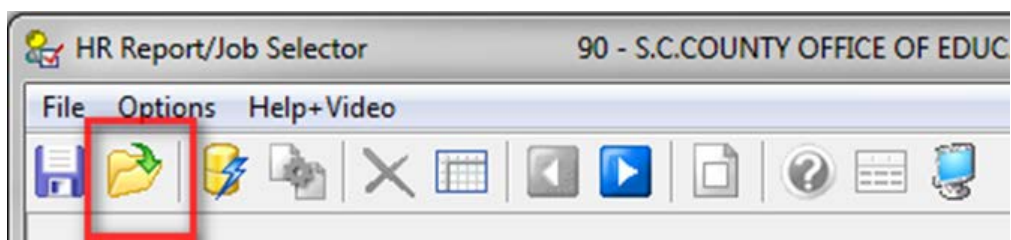
ID	Name	Description	Category	Access	Last Run	Last Job #	# Run
▶ 506	PL0900ST	Copy Paylines	PAY	Yes			
507	PCT900ST	Re-Calculate Employee Projections	PAY	Yes			
508	PCT920ST	Update D-EMP-POSITION with Bonus Recalculations	PAY	Yes			
509	PL0402ST	Load Payline Data from Position Control (ENH)	PAY	Yes			
513	PTI100ST	Payroll Timesheet Import	PAY	Yes			
514	PCT902ST	Re-Calculate Employee Projections (EH PosCh)	PAY	Yes			
515	PL0400ST	Load Payline Data from Position Control (STD)	PAY	No			

- Select Show Jobs
- Change Category to PAY
- Click on Copy Paylines

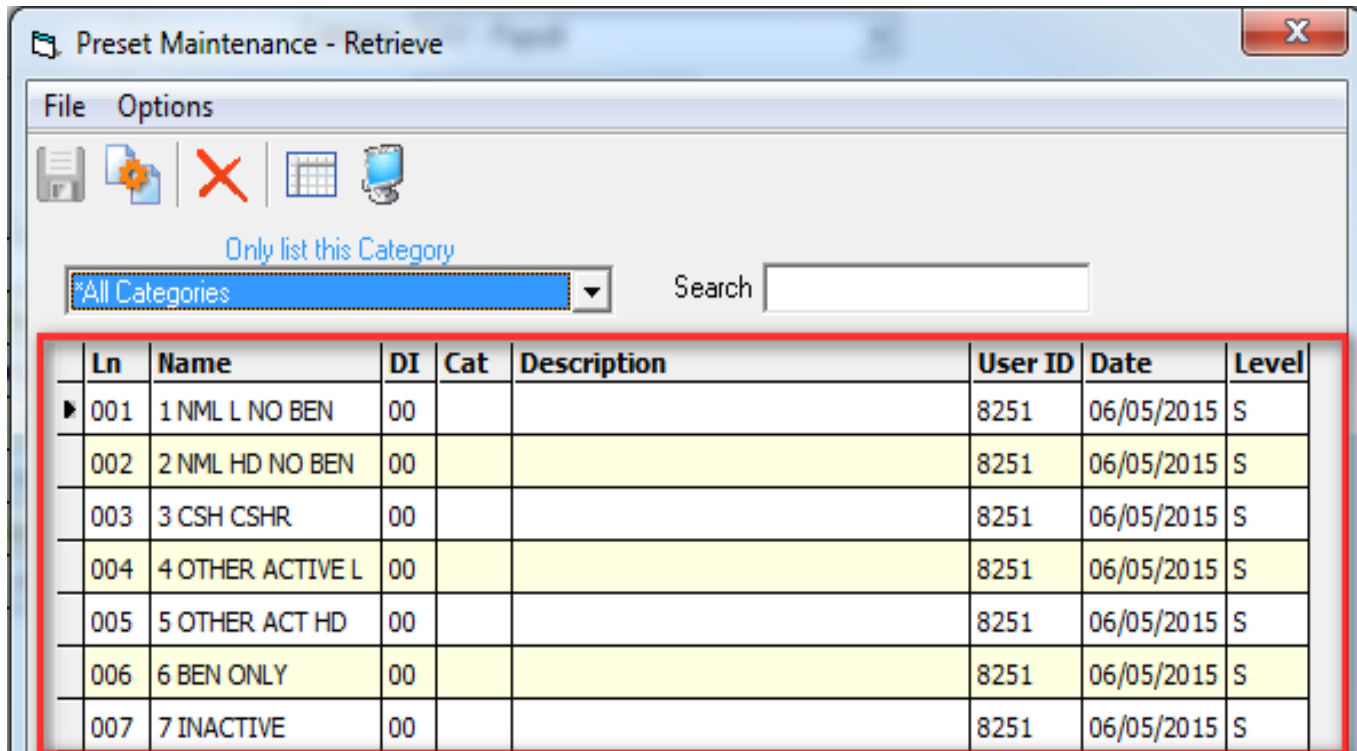


Using the Presets





Click on Retrieve
Preset icon



- Click on
Preset



Job: p10900st - Copy Paylines

Reports | Global Settings | Field Selection | Districts | Employee Selection | **Custom Selection Screen** | Schedule Job

Required Data | Optional Data

Report Title: 1 DISTRICT XX NML L NO BEN

Run Mode: Report Only | Report Type: Source/Target

From Year: 19 | To Year: 20 | Non-Terminated Empl Only:

Active/Inactive Paylines: Active | Make Inactive Active:

Position Number Selection: Both | Zero the Pos Number:

Exclude All Pay Lines with SP-EP: | Blank the SP-EP:

Balance of Contract Pay Line Selection: Both

- Click on Custom selection Tab
- Change Report Title XX=Dist #
- Run in Report Only Mode (default)
- Click on Submit icon

Report Source: PL0900
Mode: Report

ADINA ██████████-8581

OLD	FY	POSN	D	RATE	UNITS	RTS	EX-GROSS	TYPE	ST-DED	SP EP	RET-BASE	AC-P-C	WSC	
	(01) 19	003651		2,852.51	1.00	L P	2,852.51	NML	TFSP	**~**	3,042.68	08-1-1		
	PY-SCH S B F START END USER ANN. CONTRACT										SRC COPY	AUDIT INFO		
	E11B07 1 - 31,377.60/00										L	12/06/18 B090		
	PERCENT Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr										SBFAT	EX-GROSS	FTD PAID	
	1.	0.00%	820-6500-0-2110-00-5750-1110-318900-000-5700								0.00	8,557.53		
	-----										-----	-----		
	0.00%	** TOTALS **								0.00	8,557.53			

NEW ADD*	FY	POSN	D	RATE	UNITS	RTS	EX-GROSS	TYPE	ST-DED	SP EP	RET-BASE	AC-P-C	WSC	
	20	003651		2,852.51	1.00	L P	2,852.51	NML	TFSP	**~**	3,042.68	08-1-1		
	PY-SCH S B F START END USER ANN. CONTRACT										SRC COPY	AUDIT INFO		
	E11B07 1 - 31,377.60/00										C	03/22/19 8251		
	PERCENT Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr										SBFAT	EX-GROSS	FTD PAID	
	1.	0.00%	820-6500-0-2110-00-5750-1110-318900-000-5700								0.00	0.00		
	-----										-----	-----		
	0.00%	** TOTALS **								0.00	0.00			

- Review report





Job 29068

Reports | Global Settings | Field Selection | Districts | Employee Selection | Custom Selection Screen | Schedule Job

Job: p10900st - Copy Paylines

Roll Selected Pay Lines to New Year

Required Data	Optional Data
Report Title: 1 DISTRICT 90 NML L NO BEN	
Run Mode: Update/Report	Report Type: Source/Target
From Year: 19 To Year: 20	Non-Terminated Empl Only: <input checked="" type="checkbox"/>
Active/Inactive Paylines: Active	Make Inactive Active: <input type="checkbox"/>
Position Number Selection: Both	Zero the Pos Number: <input type="checkbox"/>
Exclude All Pay Lines with SP-EP: <input type="checkbox"/>	Blank the SP-EP: <input type="checkbox"/>
	Balance of Contract Pay Line Selection: Both

- Change Run Mode to Update/Report
- Click on Submit icon
- Paylines are now copied to next Fiscal Year



Rolling by individual paytype



Reports | Global Settings | Field Selection | Districts | Employee Selection | **Custom Selection Screen** | Schedule Job

Job: pl0900st - Copy Paylines

Roll Selected Pay Lines to New Year

Required Data | **Optional Data**

Report Title: 1 DISTRICT XX NML L NO BEN

Run Mode: Report Only | Report Type: Source/Target

From Year: 19 | To Year: 20 | Non-Terminated Empl Only:

Active/Inactive Paylines: Active | Make Inactive Active:

Position Number Selection: Both | Zero the Pos Number:

Exclude All Pay Lines with SP-EP: | Blank the SP-EP:

Balance of Contract Pay Line Selection: Both

- Use preset #1 and click on **Optional Data** tab





Job: pl0900st - Copy Paylines

Roll Selected Pay Lines to New Year

Required Data	Optional Data
Bargaining Unit:	
Pay Code:	
Retirement System:	
Pay Location:	
Control Group:	
Pay Type: NML	
Pay Schedule: BEN	
Sta. Ded. Profile:	
SP-EP:	
Rate Type: L	
Units Treatment: Honor Flag	
	Rates From: To
	Units From: To
	Exclude paylines last paid before: / /

- On the **Optional Data** tab, remove existing Pay Type, Pay Schedule and Rate Type values





Job: pl0900st - Copy Paylines

Roll Selected Pay Lines to New Year

Required Data										Optional Data									
Bargaining Unit:																			
Pay Code:																			
Retirement System:																			
Pay Location:																			
Control Group:																			
Pay Type:	CELL	I	HOL	I	MISC	I	OUT	I	SUM	I									
Pay Schedule:																			
Sta. Ded. Profile:																			
SP-EP:																			
Rate Type:																			
Units Treatment:	Honor Flag																		
Rates From:																			
To:																			
Units From:																			
To:																			
Exclude paylines last paid before:																			

- Enter Pay Types needed and set the drop down to "I" for Include.





Job: pl0900st - Copy Paylines

Roll Selected Pay Lines to New Year

Required Data Optional Data

Report Title: 1 DISTRICT X NML L NO BEN

Run Mode: Report Only Report Type: Source/Target

From Year: 19 To Year: 20 Non-Terminated Empl Only:

Active/Inactive Paylines: Active Make Inactive Active:

Position Number Selection: Both Zero the Pos Number:

Exclude All Pay Lines with SP-EP: Blank the SP-EP:

Balance of Contract Pay Line Selection: Both

- Click back on the **Required Data** tab, and make sure Run Mode is set to Report Only.
- Click on the submit icon.



Report Source: PL0900
Mode: Report

- Review report

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OLD

FY	POSN	D	RATE	UNITS	RTS	EX-GROSS	TYPE	ST-DED	SP	EP	RET-BASE	AC-P-C	WSC
(01) 19	003651		2,852.51	1.00	L P	2,852.51	NML	TFSP	**~**		3,042.68	08-1-1	
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PERCENT	Fnd Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	SBFAT	EX-GROSS	FTD PAID	
1.	0.00%	820-6500-0-2110-00-5750-1110-318900-000-5700									0.00	8,557.53	
0.00%		** TOTALS **									0.00	8,557.53	

NEW
ADD*

FY	POSN	D	RATE	UNITS	RTS	EX-GROSS	TYPE	ST-DED	SP	EP	RET-BASE	AC-P-C	WSC
20	003651		2,852.51	1.00	L P	2,852.51	NML	TFSP	**~**		3,042.68	08-1-1	
PY-SCH S B F			START	END	USER	ANN. CONTRACT	SRC COPY		AUDIT INFO				
E11B07 1			-			31,377.60/00	C	03/22/19 8251					
PERCENT	Fnd Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	SBFAT	EX-GROSS	FTD PAID	
1.	0.00%	820-6500-0-2110-00-5750-1110-318900-000-5700									0.00	0.00	
0.00%		** TOTALS **									0.00	0.00	





Job 29068

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Required Data		Optional Data	
Report Title: 1 DISTRICT 90 NML L NO BEN		Report Type: Source/Target	
Run Mode: Update/Report	From Year: 19	To Year: 20	Non-Terminated Empl Only: <input checked="" type="checkbox"/>
Active/Inactive Paylines: Active	Make Inactive Active: <input type="checkbox"/>		
Position Number Selection: Both	Zero the Pos Number: <input type="checkbox"/>		
Exclude All Pay Lines with SP-EP: <input type="checkbox"/>	Blank the SP-EP: <input type="checkbox"/>		
		Balance of Contract Pay Line Selection: Both	

- Change Run Mode to Update/Report
- Click on Submit icon
- Paylines are now copied to next Fiscal Year



Live Demo



Need help?

- Open Lab- come in for a demo and open lab session in our test environment. Classes on Access Point.
- Remote session- enter service request for a 30 minute remote session.
- For additional help, please enter a service request on Access Point at:

<https://accesspoint.sccoe.org>



Thank You!

