Santa Clara County Office of Education
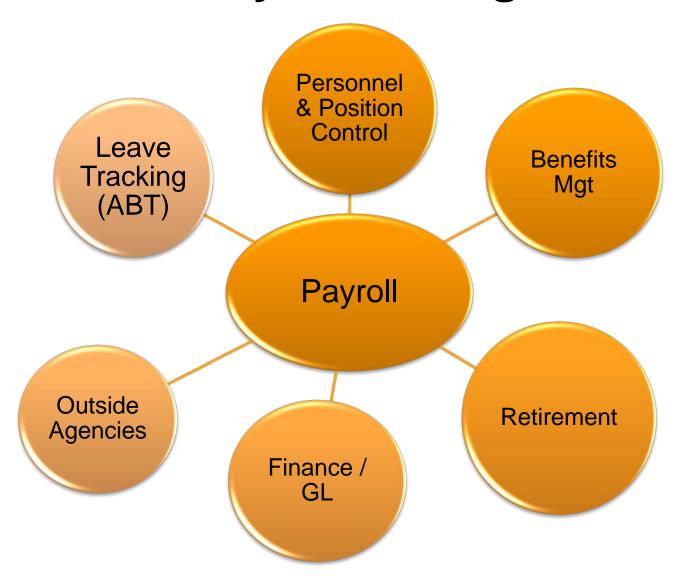
Payroll In A Nutshell

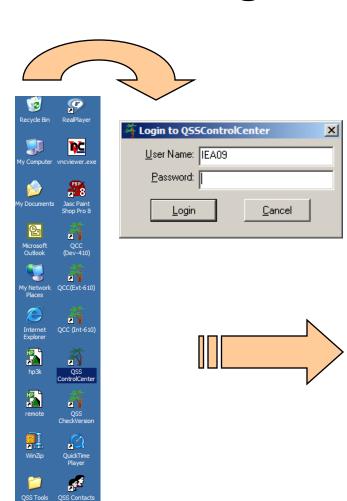## October 30, 2014

Presenter Information

Marie Sequeira

Application Systems Analyst

Santa Clara County Office of Education

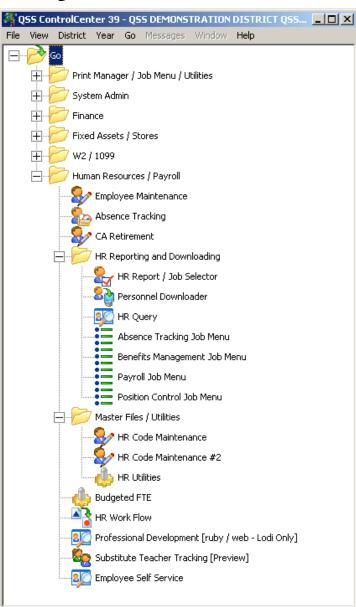**marie_sequeira@sccoe.org**

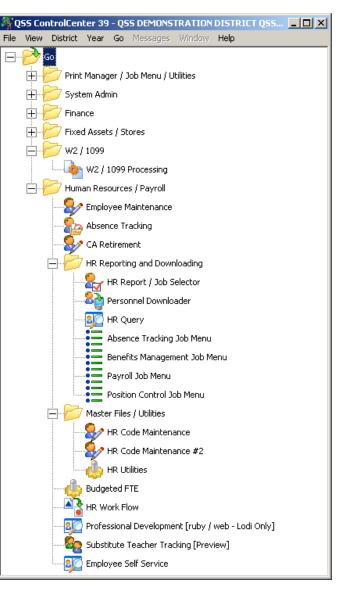# QSS/OASIS System Integration

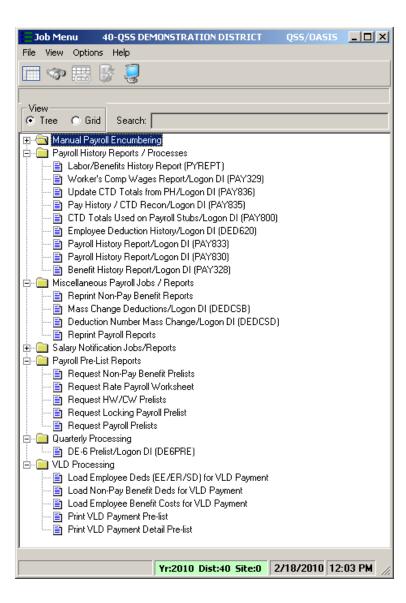# Accessing QCC/Payroll

QCC/Payroll Access

- Print manager – manage reports
- HR Report/Job Selector – various simple reports/jobs
- Personnel Downloader – download payroll data (PD/PH/W4)
- HR Code Maintenance – payroll m/f
- HR Code Maint#2 – tax tables, schedules, positions
- Employee Maintenance – employee payroll input/lookup
- Payroll Job Menu – prelists, reprint, history reports, special jobs, QTR
- HR Utilities (Locking/setups)
- Employee Self Service (lookup)

Reporting – Prepare / Post Payroll

Will the Employee Get a Check/DD?

PAYNAM
- Pay-schedule(s) to pay; date-paid for each payroll
- Pay-code(s) to pay for each pay-schedule
- Pay-schedules to refund (deferred pay)

Employee
- TE Screen: Termination date; ok-2-pay flag
- W4 Screen data: Pay-code; DPO flag (deferred pay refunds)
- PR Screen data: active-flag; pay-schedule; earnings; sp/ep
- Deferred-pay balance > $0.00
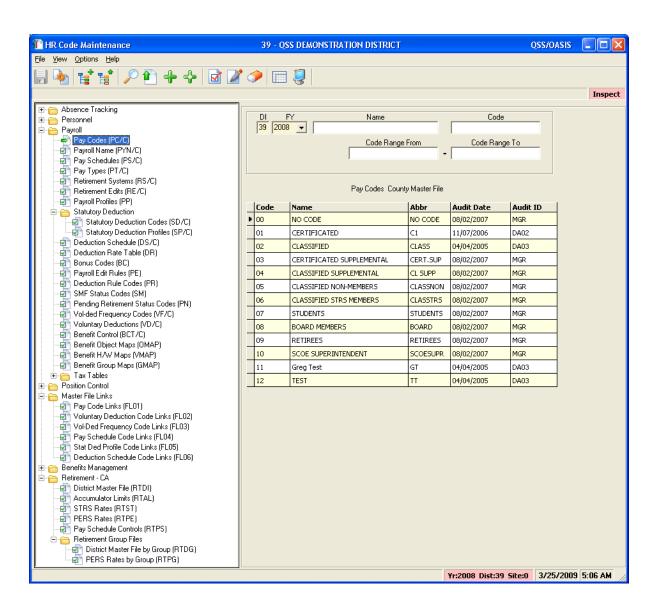
Pay Employee?
- Date-paid qualifies pay-schedule(s)/payroll # / def-pay refund
- Pay-schedule(s) identifies pay-code(s)
- Qualify employee by W4/TE screen data
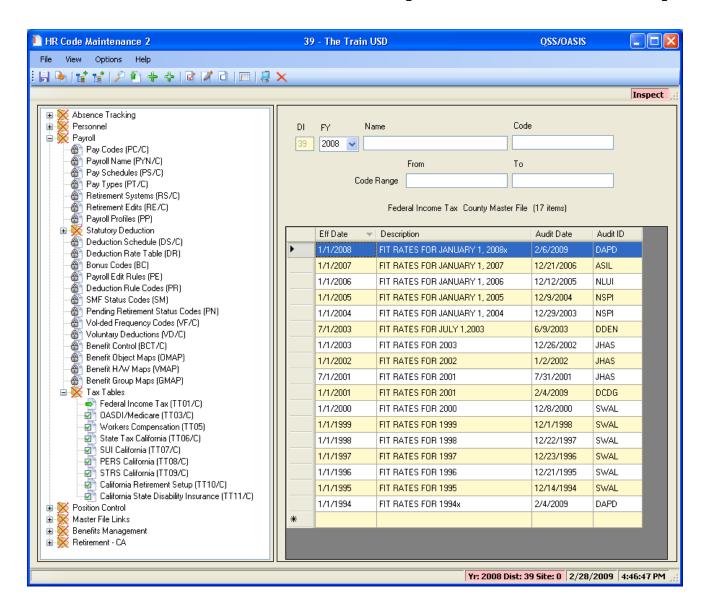- Qualify pay-lines by PR screen data

Master Files

- Master Files are located in HR Code Maintenance and HR Code Maintenance 2
- There are two levels of Master Files
  - County level – maintained by county
  - District level – defined and maintained by someone in your district

HR Code Maintenance (Pay/Ret)

HR Code Maint#2 (Tax Tables)

Payroll CRITICAL Master Files County Maintained by DBAS/TSB

- DS Deduction Schedules

- PC Pay Code

- PS Pay Schedules

- PT Pay Type

- SD Statutory Deduction

DS Deduction Schedule

- The deduction schedule resides on the PD screen.

- Determines how many times a deduction will be take.

- Regular or Supplemental type.
  - Regular – works with 'Regular' Pay Schedule to take deduction on PD. Ex. EOMREG
  - PD screen suppressed if Pay Schedule is "Supplemental". Ex. EOMSUP.

PC Pay Code

- Resides on the W4 screen
- "Small but Mighty" pay code is a key driver in payroll.

PS Pay Schedules

- Determines how many pays and benefits during the year for that pay line
  - EOMREG/EOMSUP (12/12)
  - E10BXX, E11BXX, E10RXX, E11RXX
- PS work with "regular or supplemental" type deduction schedules.
- PS has to be valid and defined on the Pay Name (EOM, Tenth, WED, FRI)

PT Pay Type

- Pay type is either "normal pay" or "non-normal" pay.

- Pay type that is "normal" or "normal-like" required to POST deductions from PD screen to GL.

- Pay type that is "normal or normal-like" is one of the criteria for payroll encumbering
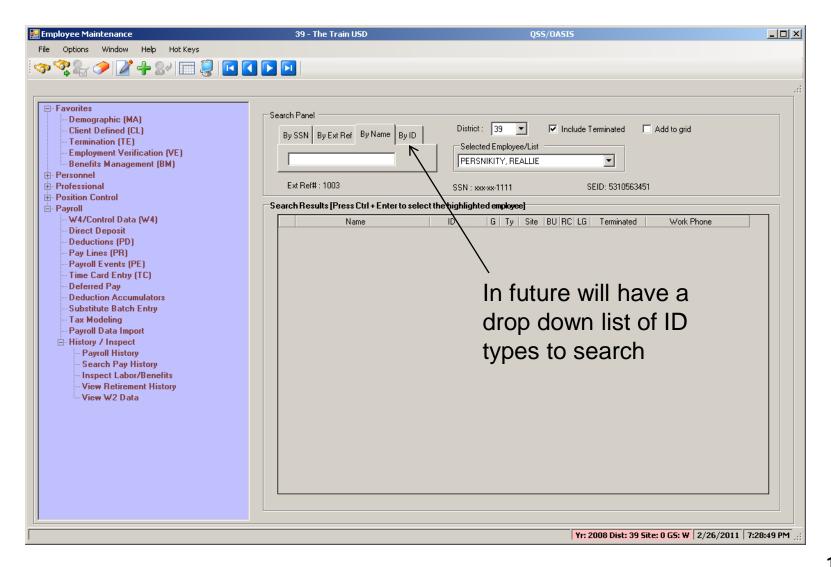
SD Statutory Deduction Profile

- Resides on W4 (default)

- Resides on every PR line

- 4-6-character code which determines Taxes, OASDI/FICA, Medicare, SDI, Retirement system

- MUST be aware of the Stat-Ded and what it means because difficult to correct later
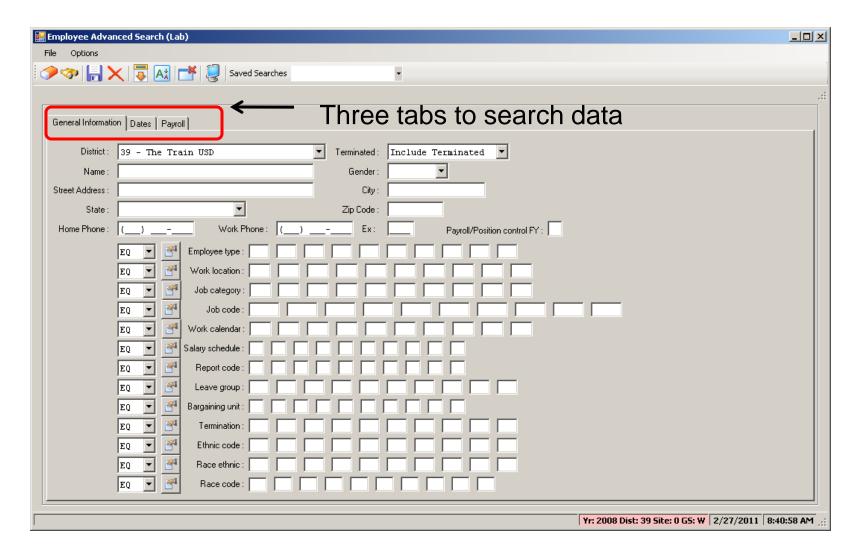
Payroll Master File - District

- There are many district level master files that a district can define or maintain.

- Payroll master files by district include:
  - ☐ BC bonus code
  - ☐ CG Control Groups
  - ☐ DR Deduction Rate table
  - ☐ TE termination code (probably HR)
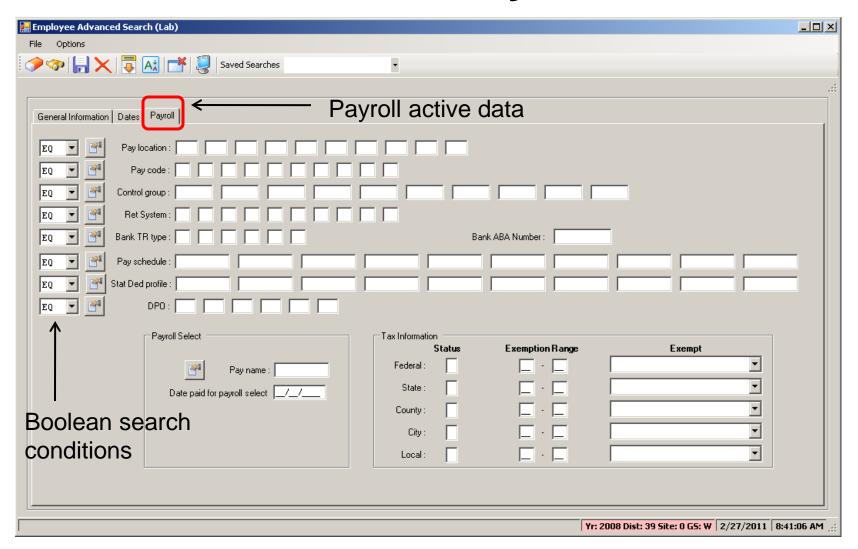 - ☐ ET Employee Type (probably HR)

Employee Maintenance

In future will have a drop down list of ID types to search
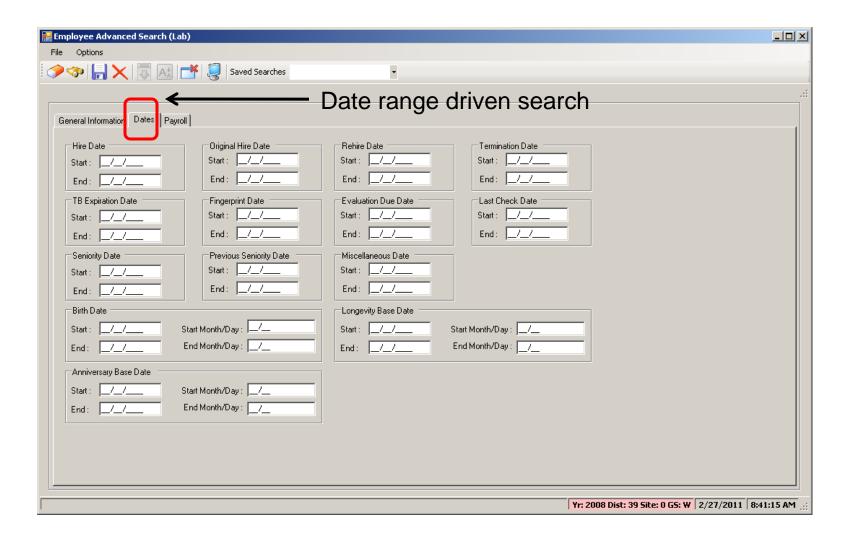
Advanced Search Main Tab

Advanced Search Date Tab
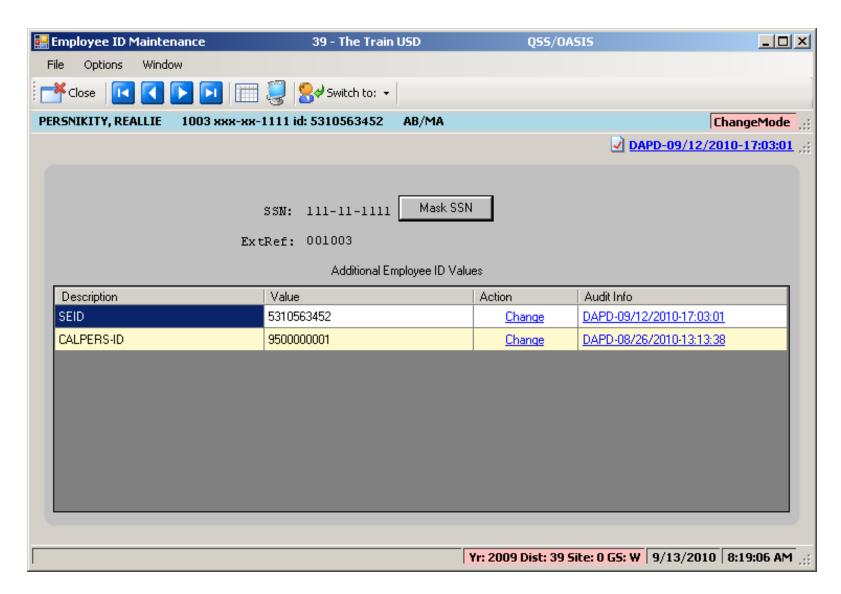

Date range driven search
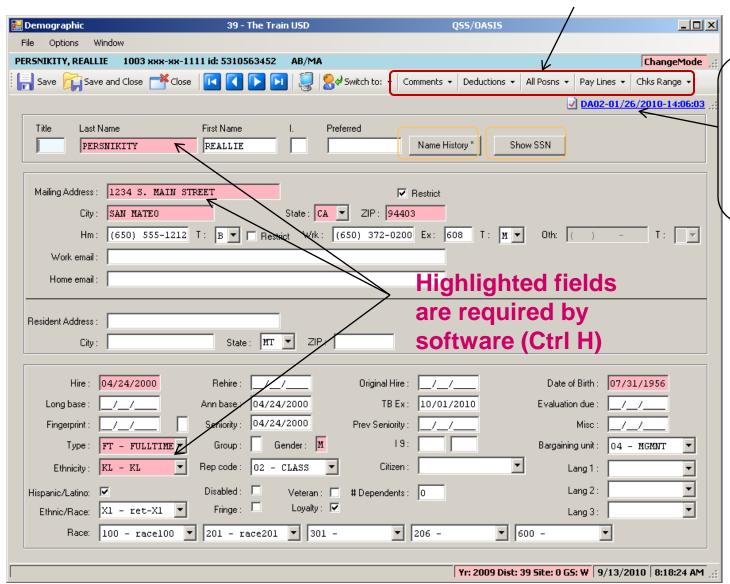
Advanced Search Payroll Tab

Demographic Data

QuikPeeks – view only
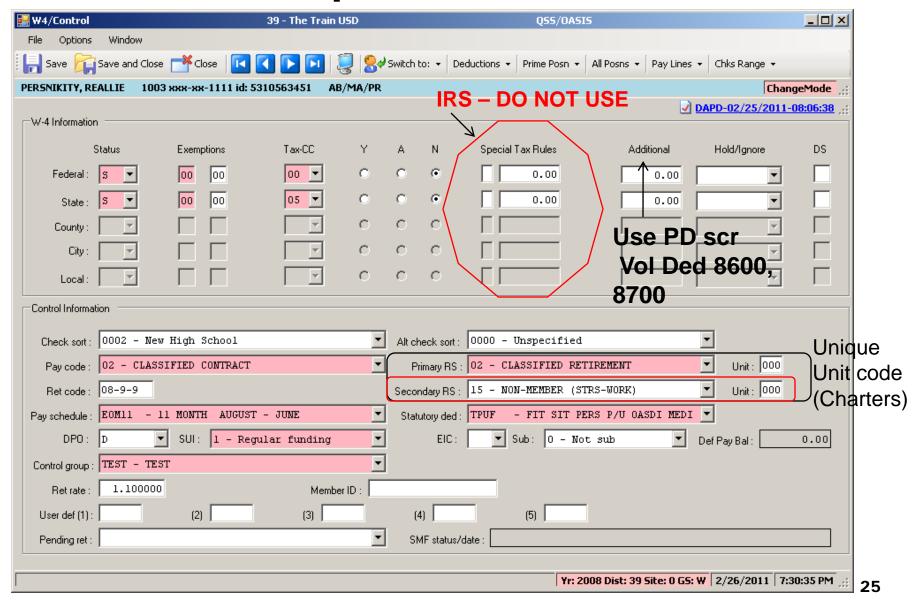
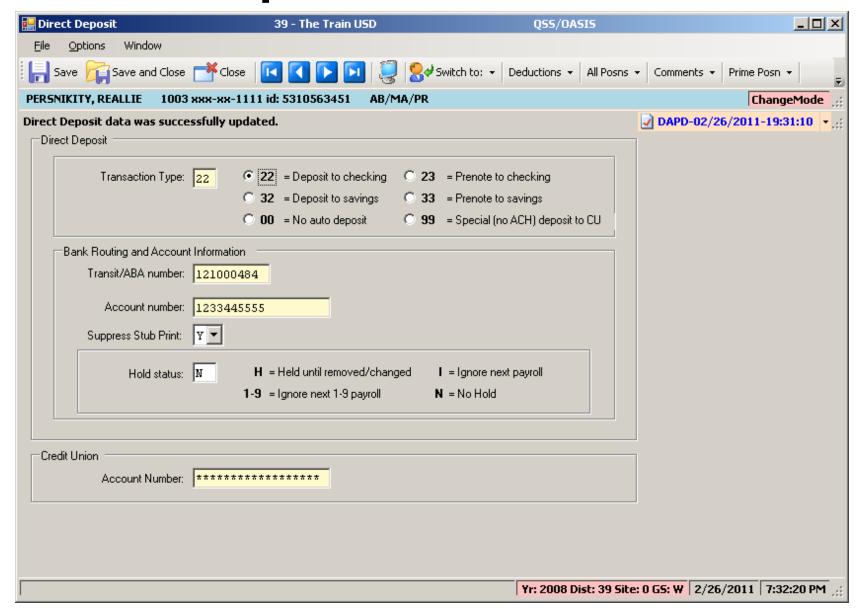

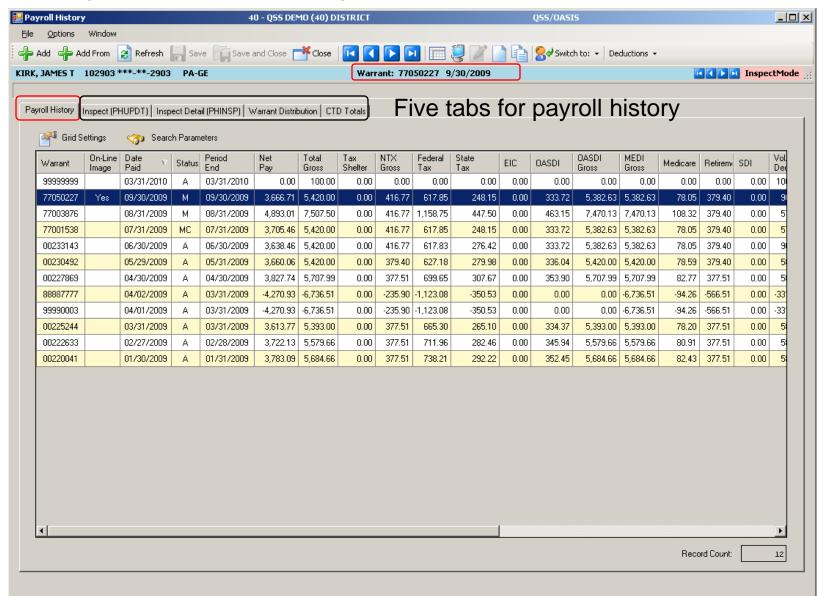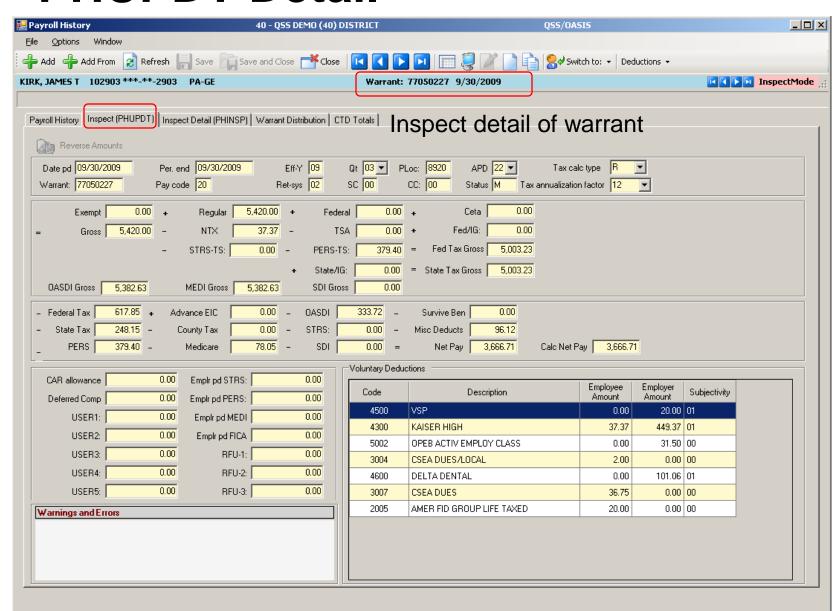Audit ID of who updated on this screen – but not by field

Highlighted fields are required by software (Ctrl H)

Show SSN…

W4 Data w/Required Fields

Direct Deposit

Payroll History
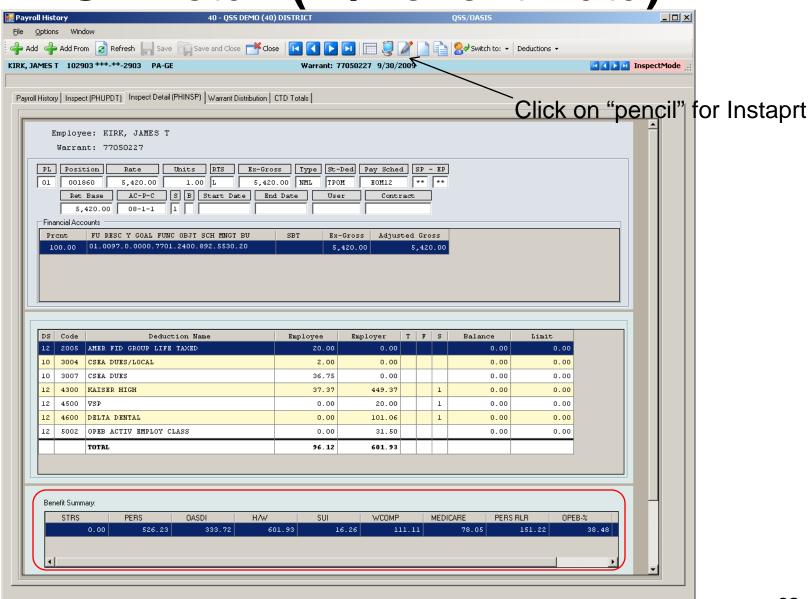
Five tabs for payroll history
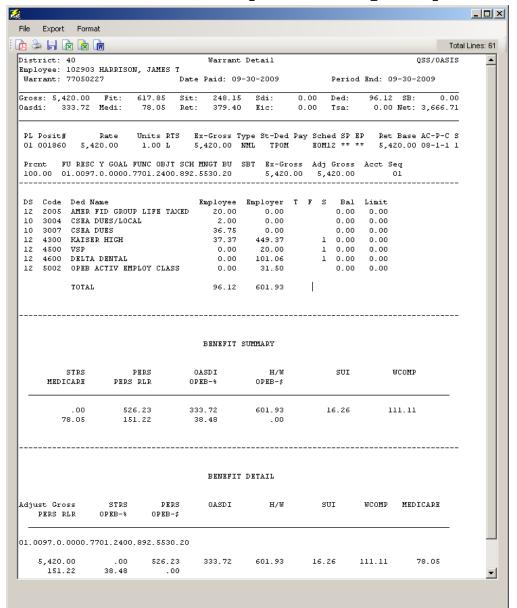
PHUPDT Detail

PHINSP Detail (W/Benefit Data)

Click on "pencil" for Instaprt
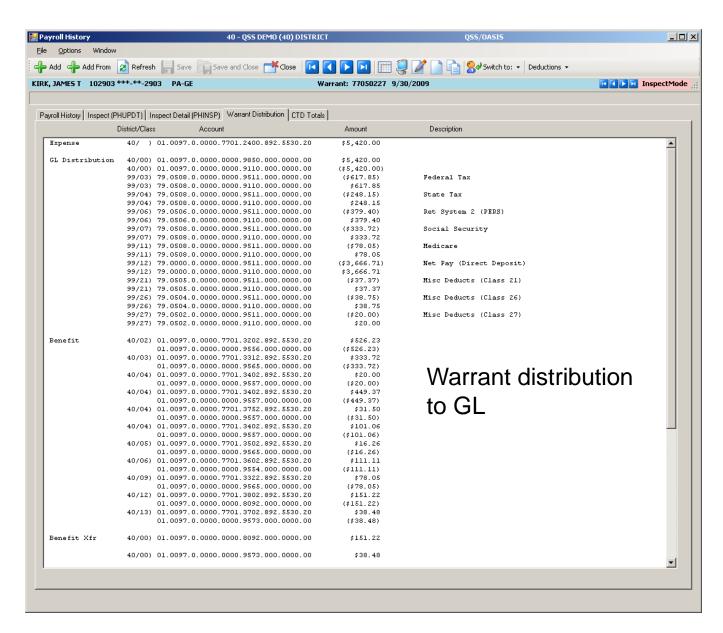
PHINSP Detail (Instaprt)

Instaprt copy

```
District: 40                          Warrant Detail                          QSS/OASIS
Employee: 102903 HARRISON, JAMES T
 Warrant: 77050227              Date Paid: 09-30-2009         Period End: 09-30-2009
------------------------------------------------------------------------------------
Gross: 5,420.00  Fit:   617.85   Sit:   248.15   Sdi:    0.00   Ded:    96.12   SB:    0.00
Oasdi:   333.72  Medi:   78.05   Ret:   379.40   Eic:    0.00   Tsa:     0.00   Net: 3,666.71


 PL Posit#      Rate    Units RTS   Ex-Gross Type St-Ded Pay Sched SP EP   Ret Base AC-P-C S
 01 001860   5,420.00    1.00 L     5,420.00 NML   TPOM     EOM12 ** **   5,420.00 08-1-1 1

 Prcnt    FU RESC Y GOAL FUNC OBJT SCH MNGT BU  SBT  Ex-Gross  Adj Gross  Acct Seq
 100.00   01.0097.0.0000.7701.2400.892.5530.20        5,420.00  5,420.00       01
------------------------------------------------------------------------------------

 DS  Code  Ded Name                 Employee  Employer  T  F  S   Bal   Limit
 12  2005  AMER FID GROUP LIFE TAXED   20.00     0.00                0.00   0.00
 10  3004  CSEA DUES/LOCAL             2.00      0.00                0.00   0.00
 10  3007  CSEA DUES                  36.75      0.00                0.00   0.00
 12  4300  KAISER HIGH                37.37    449.37     1         0.00   0.00
 12  4500  VSP                         0.00     20.00     1         0.00   0.00
 12  4600  DELTA DENTAL                0.00    101.06     1         0.00   0.00
 12  5002  OPEB ACTIV EMPLOY CLASS     0.00     31.50               0.00   0.00

         TOTAL                        96.12    601.93          |

------------------------------------------------------------------------------------


                          BENEFIT SUMMARY


         STRS          PERS         OASDI          H/W          SUI          WCOMP
       MEDICARE      PERS RLR      OPEB-%         OPEB-$
      _____

          .00        526.23       333.72        601.93       16.26        111.11
        78.05        151.22        38.48          .00

------------------------------------------------------------------------------------


                          BENEFIT DETAIL


Adjust Gross      STRS         PERS         OASDI         H/W         SUI       WCOMP    MEDICARE
    PERS RLR     OPEB-%       OPEB-$
_____

01.0097.0.0000.7701.2400.892.5530.20

   5,420.00        .00       526.23       333.72       601.93       16.26      111.11      78.05
     151.22      38.48         .00
```

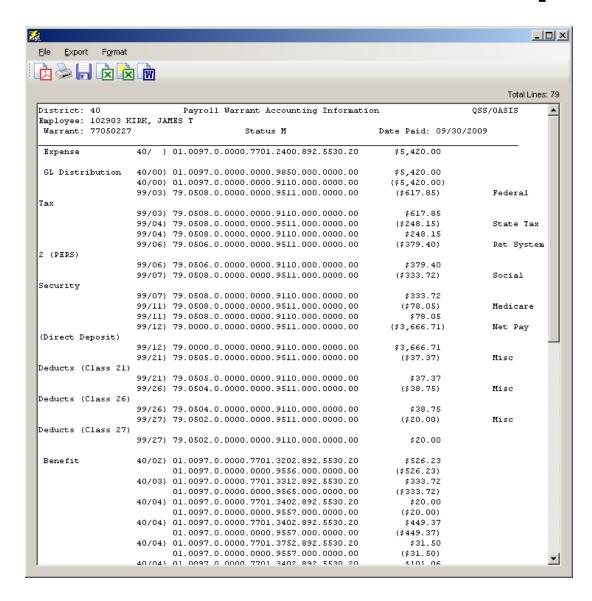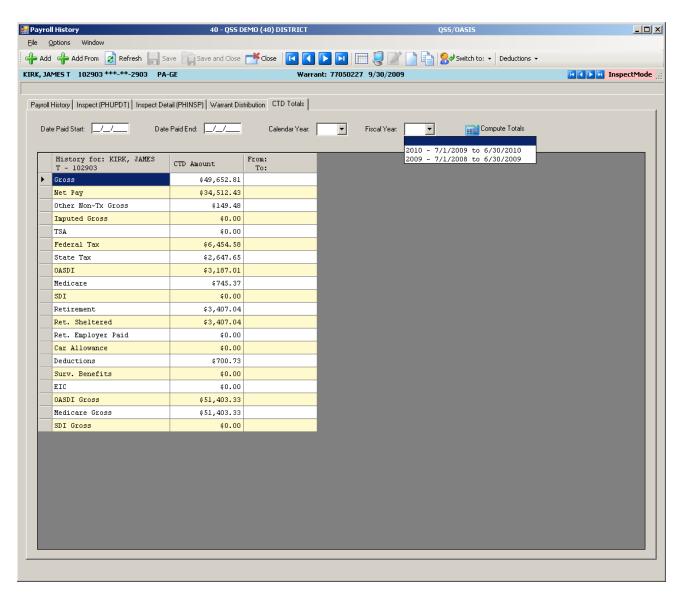Total Lines: 61

Warrant Distribution
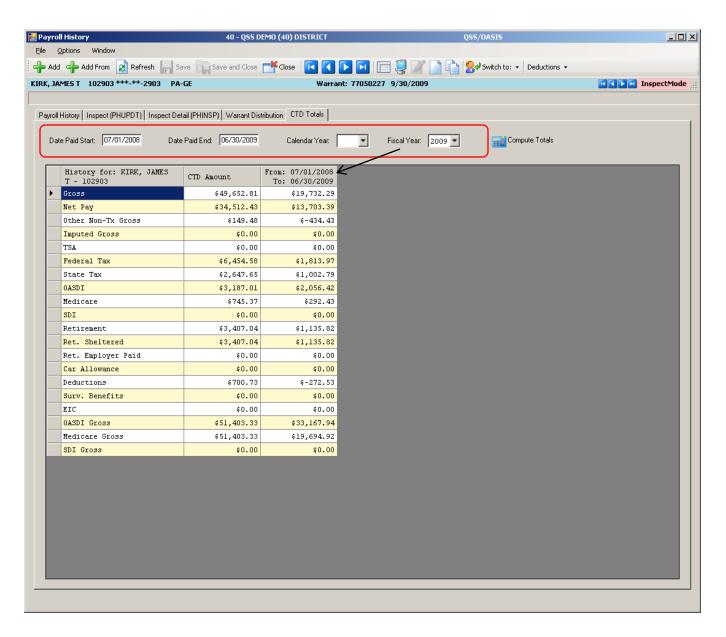

Warrant distribution to GL
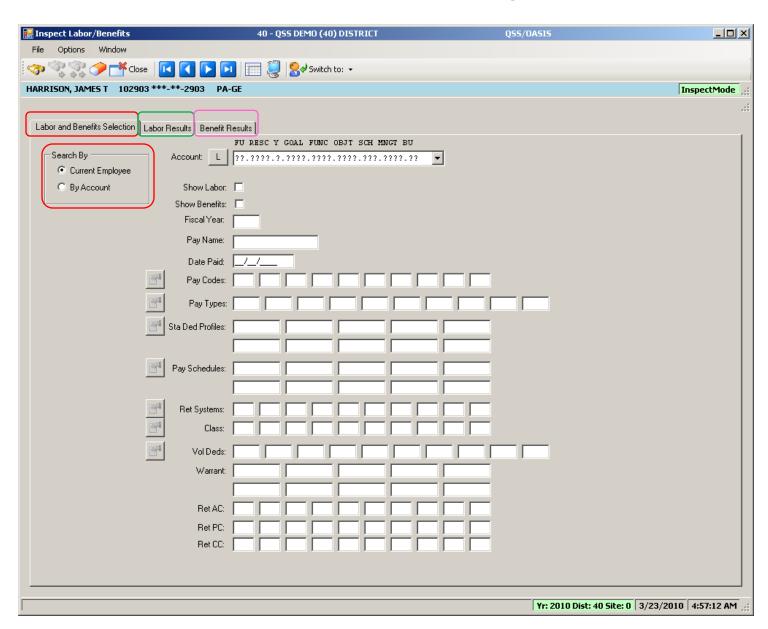
Warrant Distribution Instaprt

32

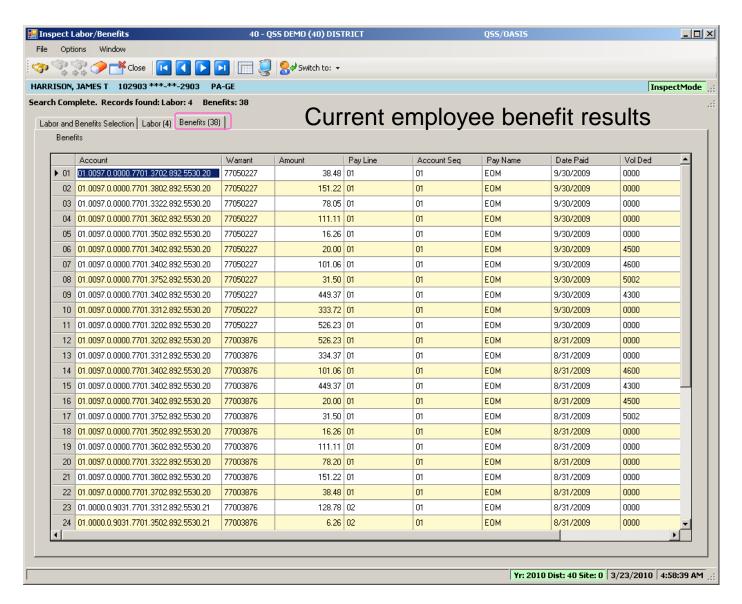# CTD Totals / Custom or From History
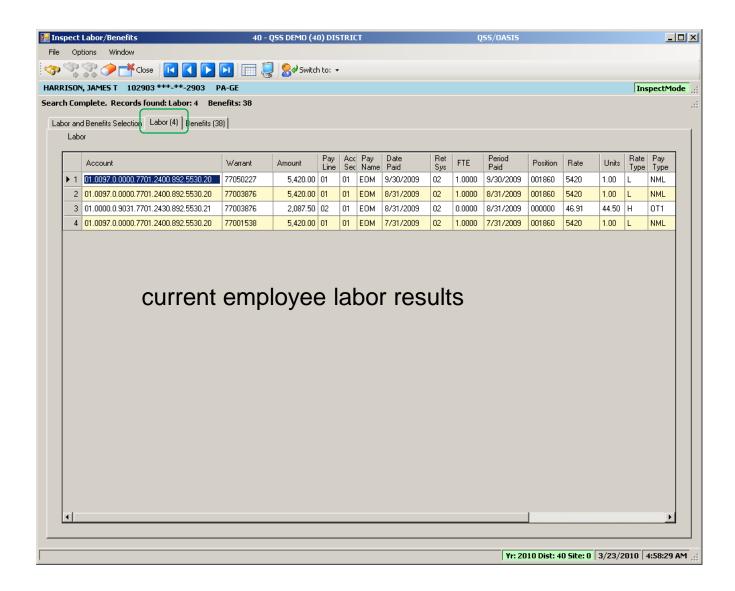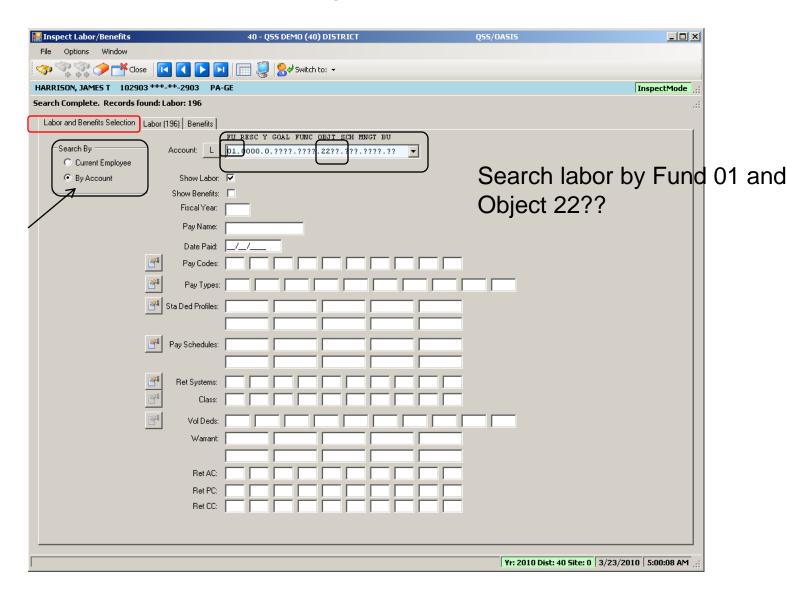
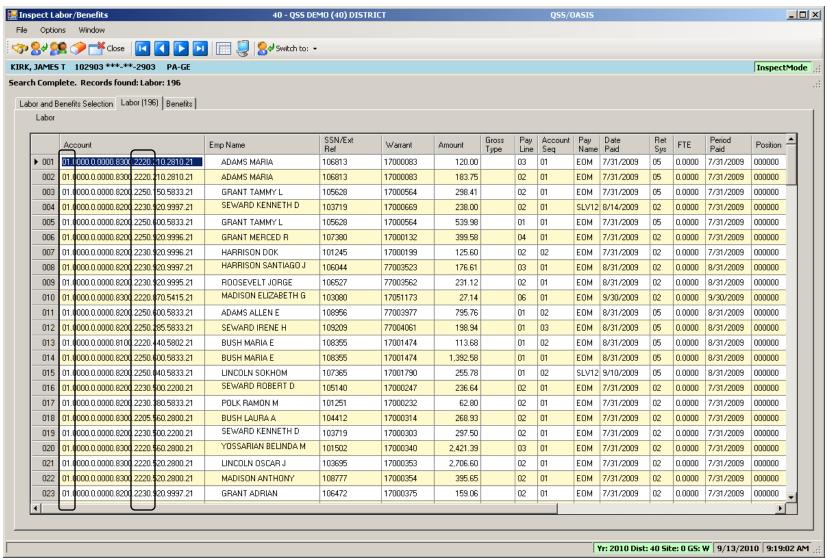# CTD Totals / FY

Labor / Benefit History

Labor Results…

current employee labor results

Benefit Results…

Current employee benefit results
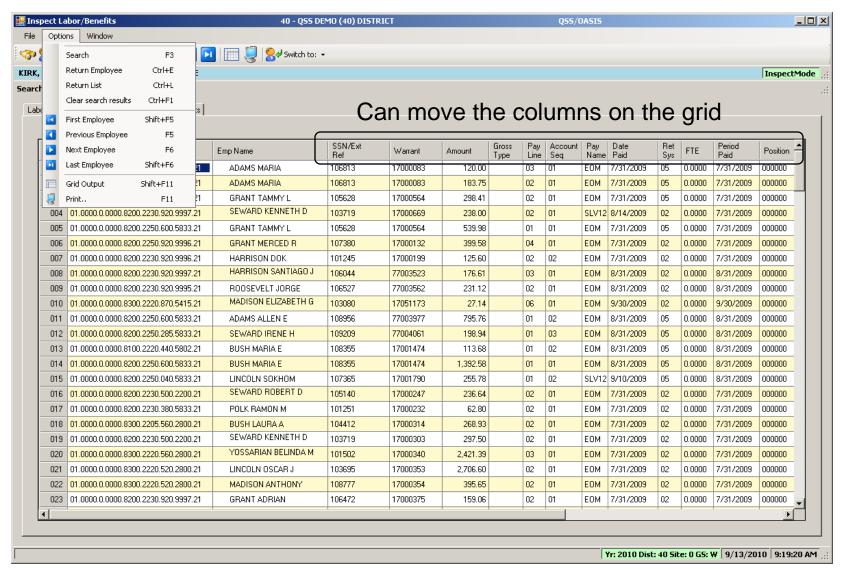
Search Labor by Acctclass
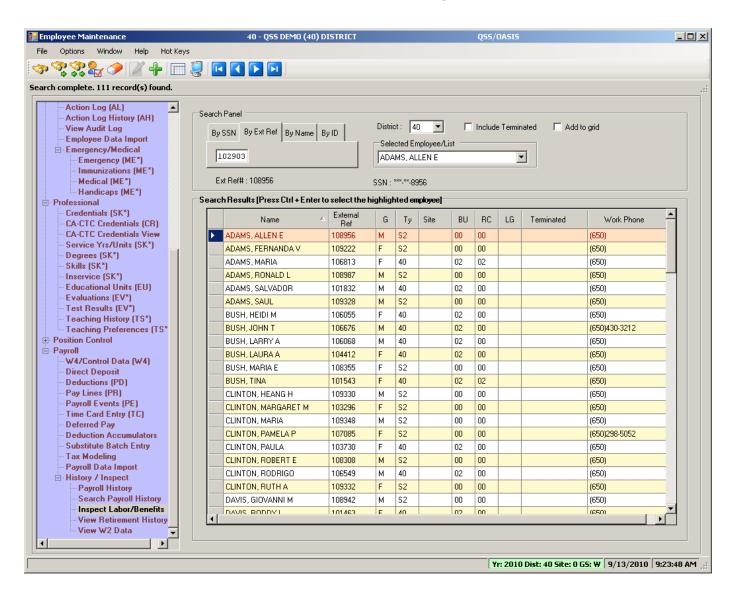

Search labor by Fund 01 and Object 22??

Labor Result by Acctclass
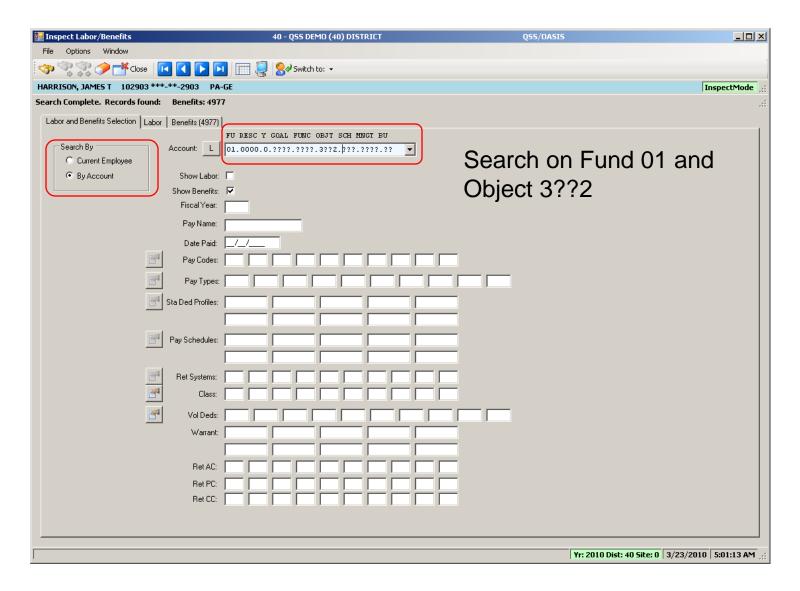
Return Employee(s)
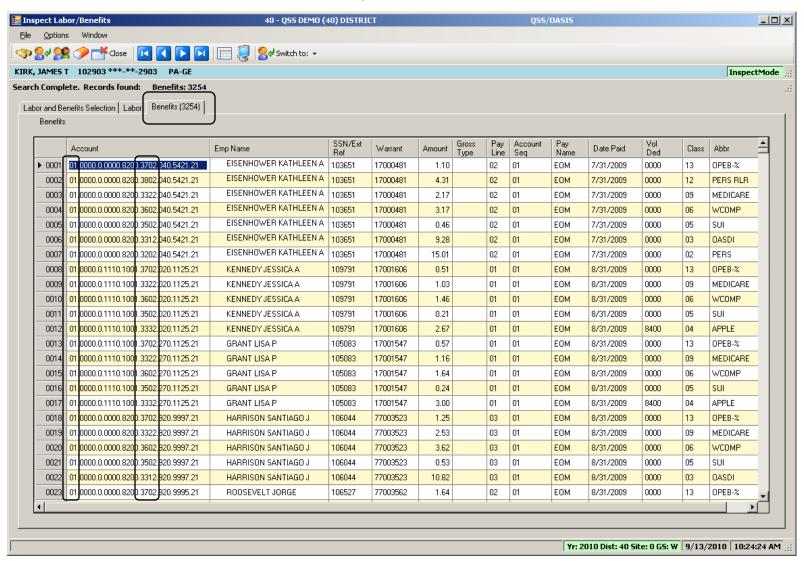
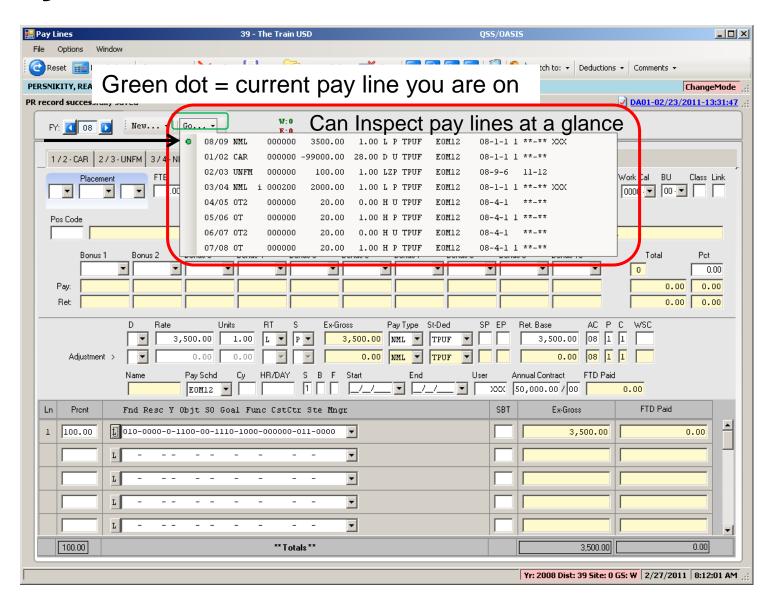# Returned to Employee Grid
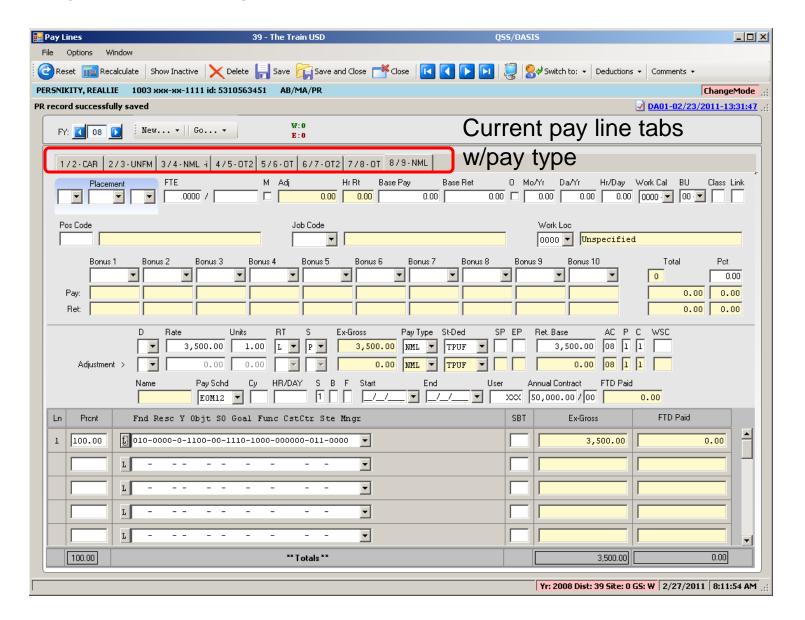
Search Benefits by Acctclass

Search on Fund 01 and
Object 3??2

Benefit Result by Acctclass
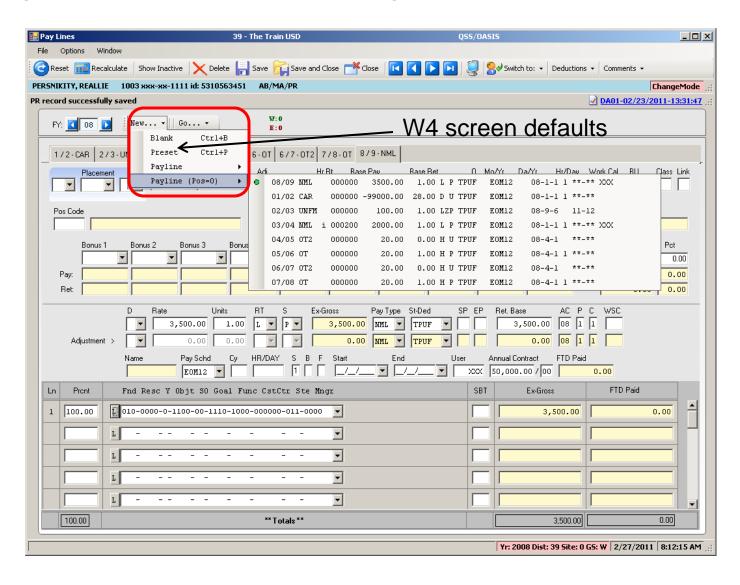
Payroll PayLine/PR
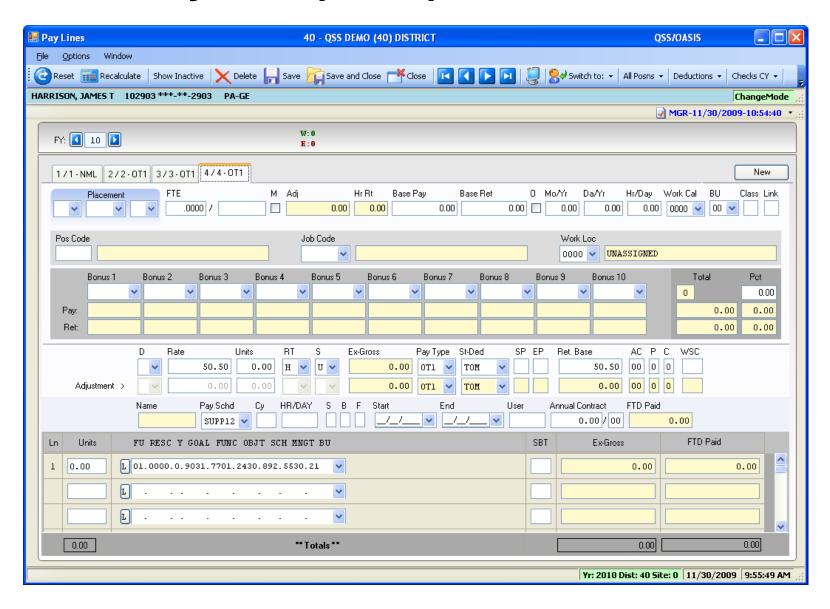
Payline – Go…
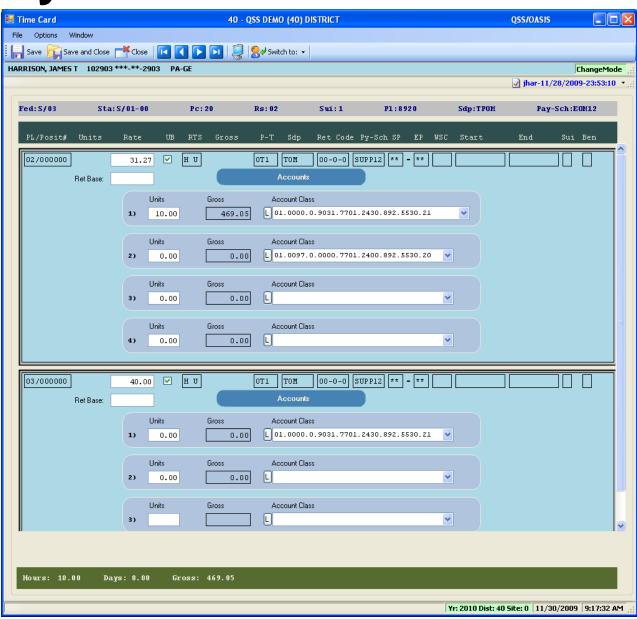
Payline – New/Copy…
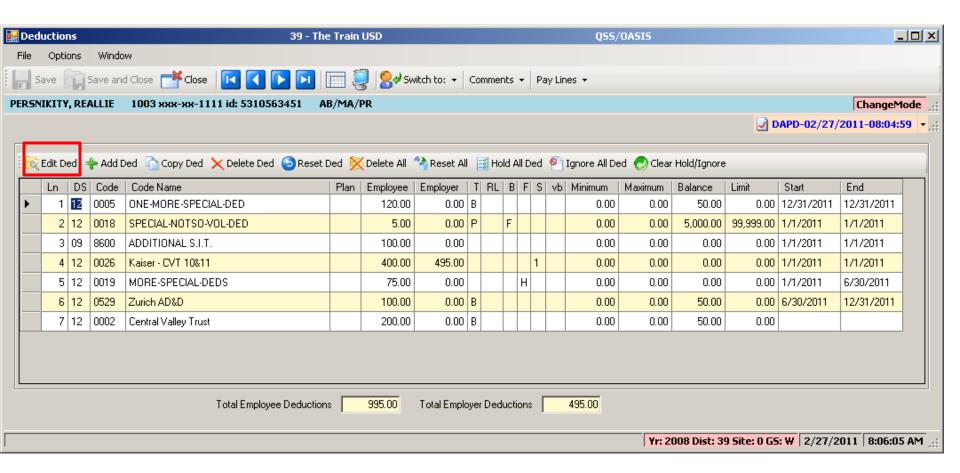
New Payline (#4…)

Payroll TimeCard/TC

48

Pay Deductions/PD
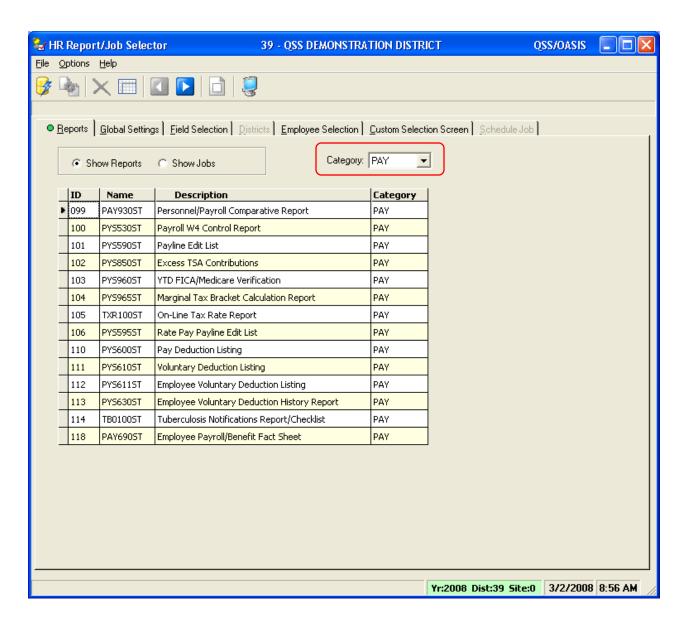
Edit Deduction Row
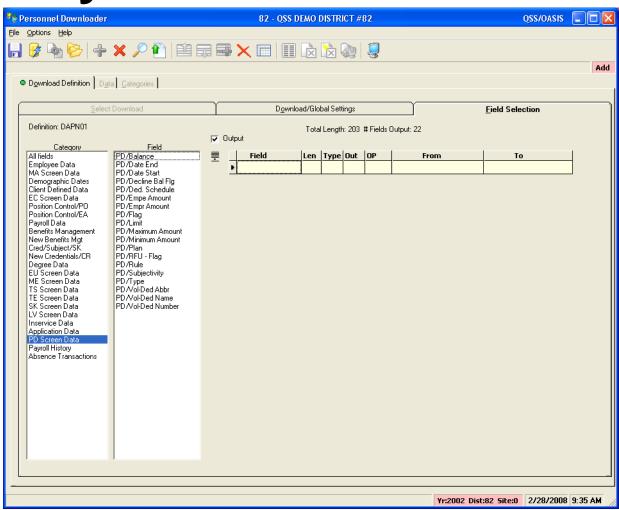
Only shows the Linked vol-deds

HR Report/Job Selector (Pay Rpts)
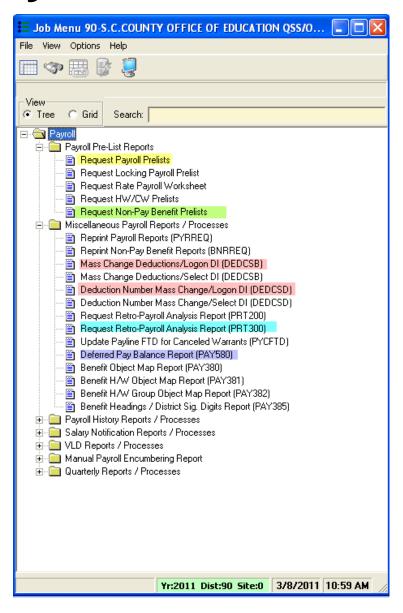
Personnel Downloader (PDL) Payroll Data

Downloader has a wealth of payroll data so that you can create your own report and also save the download criteria.
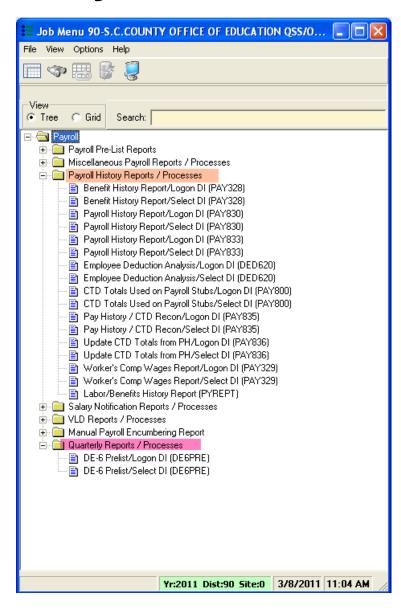
Payroll Job Menu
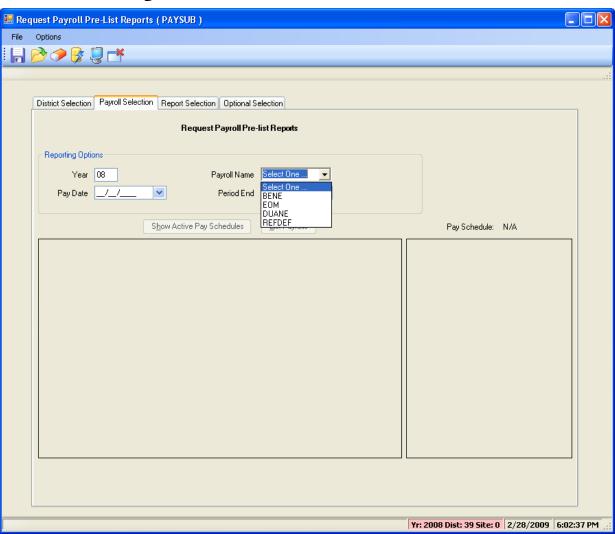
Payroll Job Menu is where the payroll processes can be found – like:
- PAY510 process
- Non-Paid Benefit Payroll
- Mass Change processes
- Quarter reports
- Payroll History reports
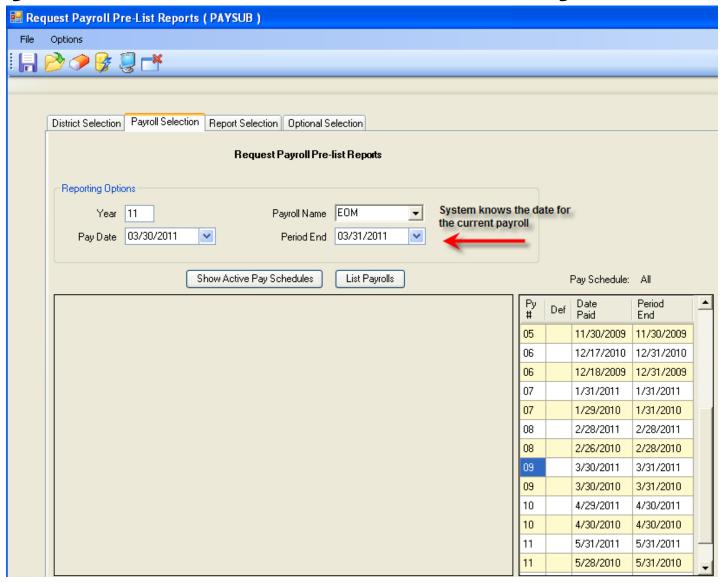
More Payroll Job Menu
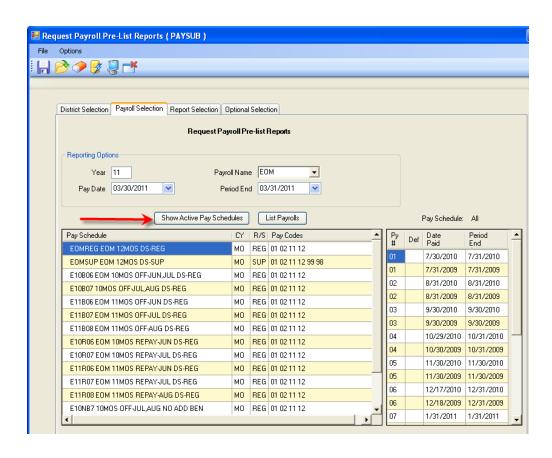
Payroll Prelist PAY510 Select Pay Name
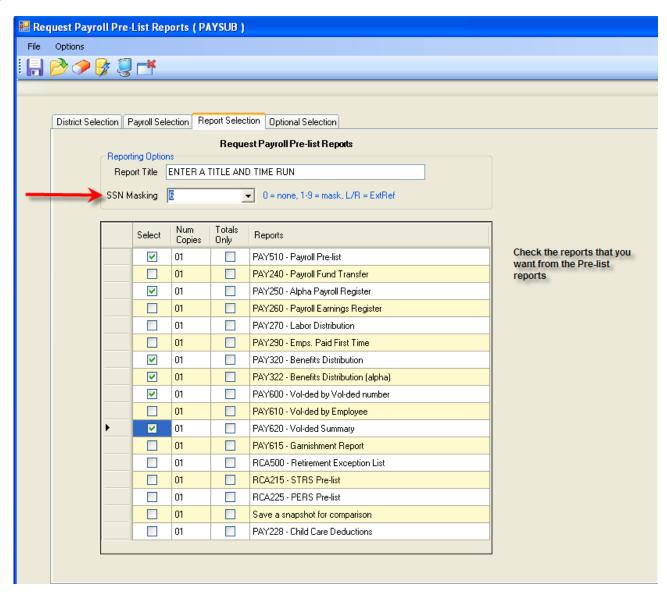
Payroll Prelist – List All Payrolls
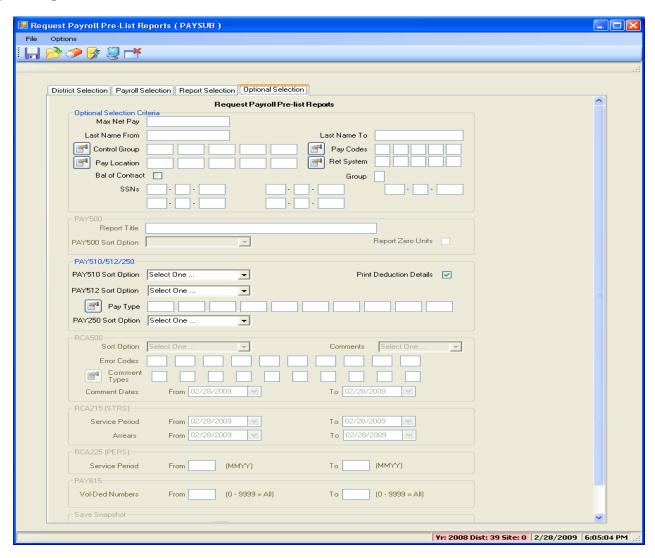
Payroll Prelist – Pick Payroll / Show Pay Schedules valid for the pay name
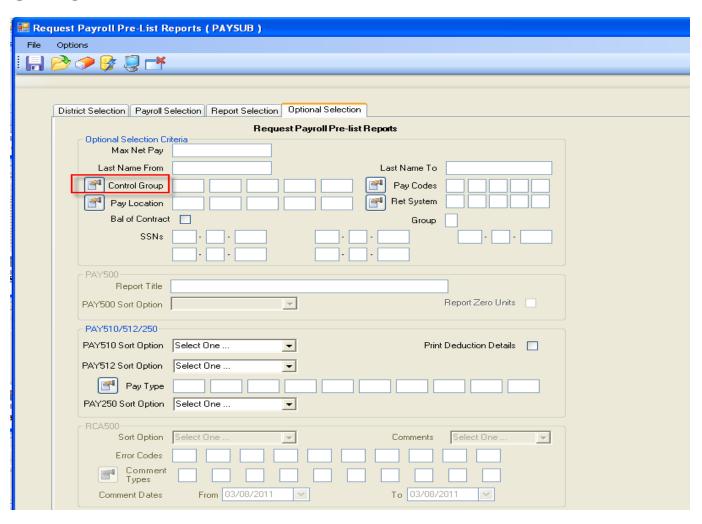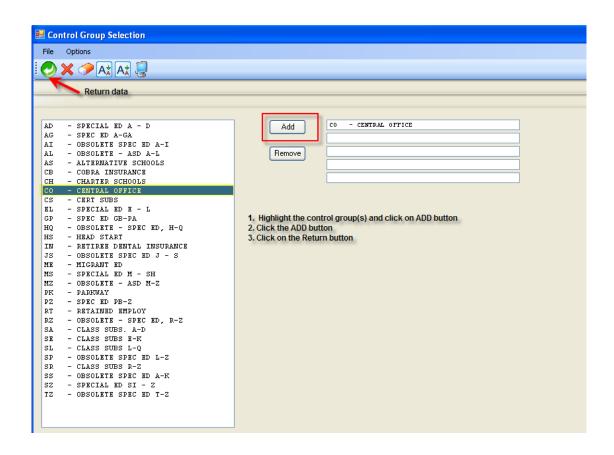
Payroll Prelist – Choose Reports

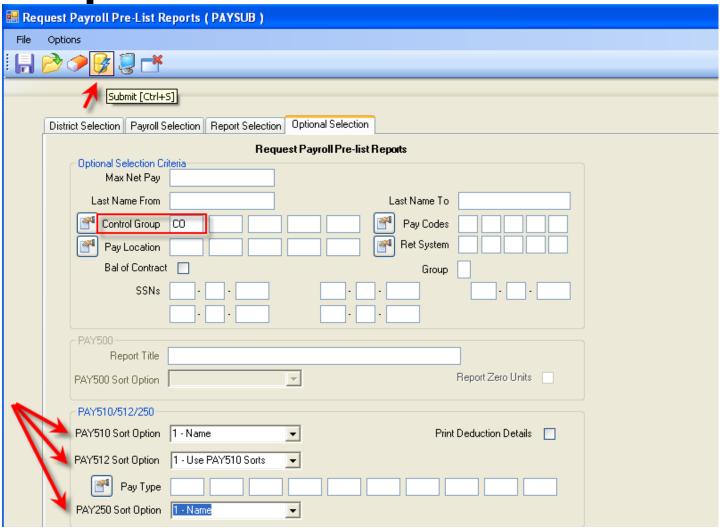# Payroll Prelist – Selection / Report Criteria
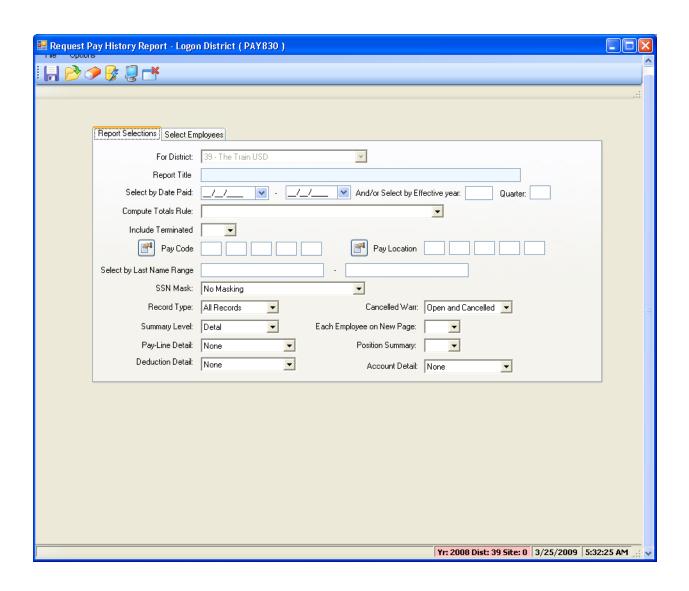
Payroll Prelist – Selection / List Criteria

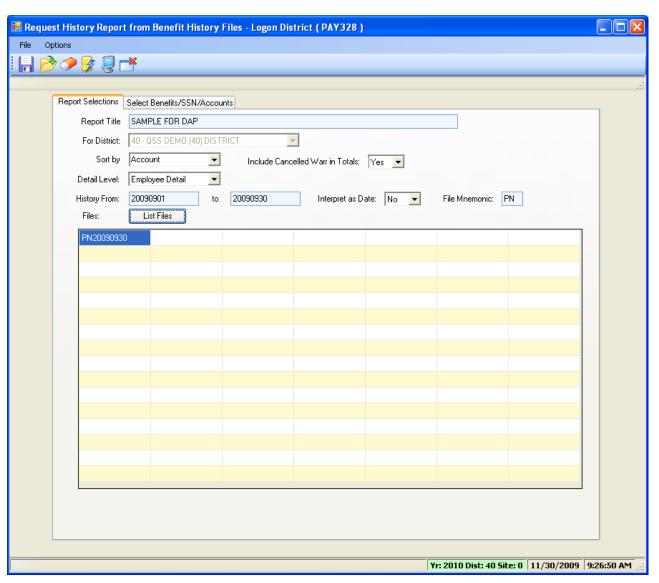# Payroll Prelist – Selection / List Criteria – Control Group

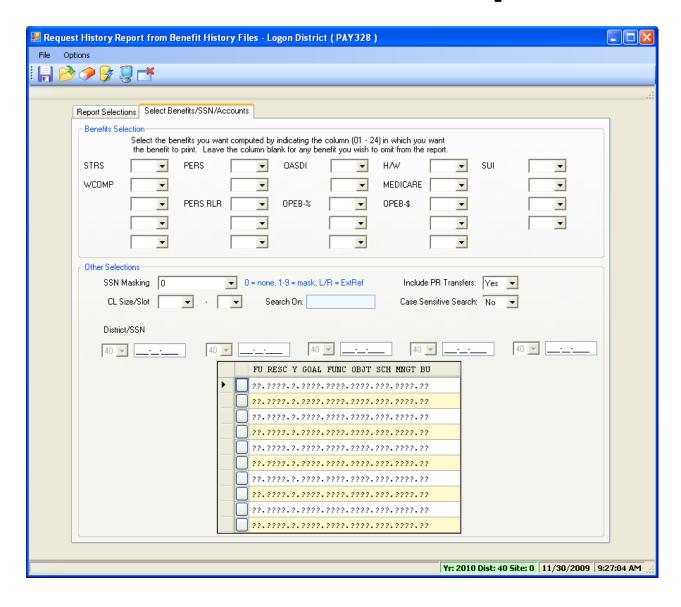# Payroll Prelist – Run the PAY510 Prelist process

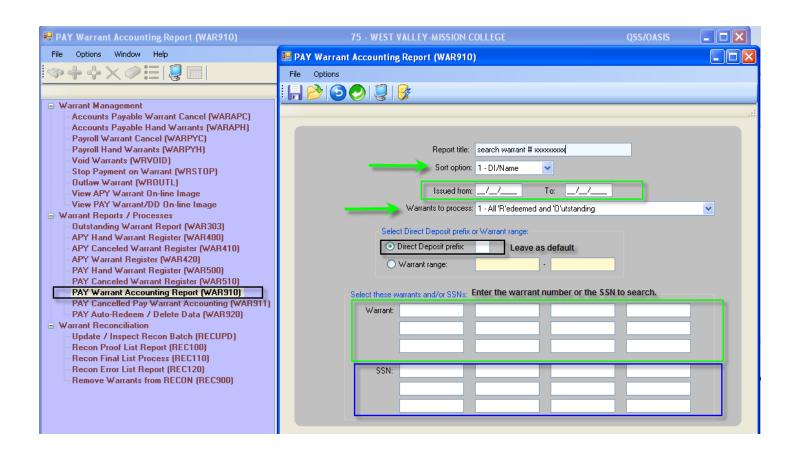# Request Pay History Report (PAY830)
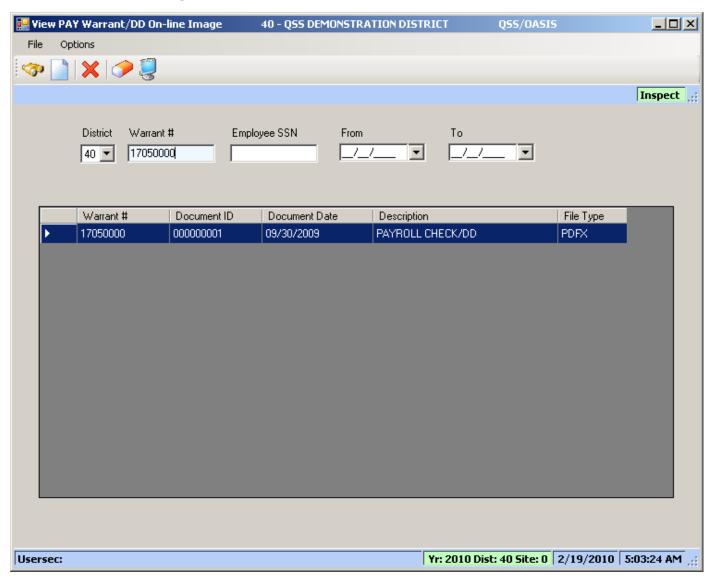
Request Benefit History (PAY328)

PAY328 – Benefits / Emp / Accts

Warrant Management

Find Payroll Warrant/DD