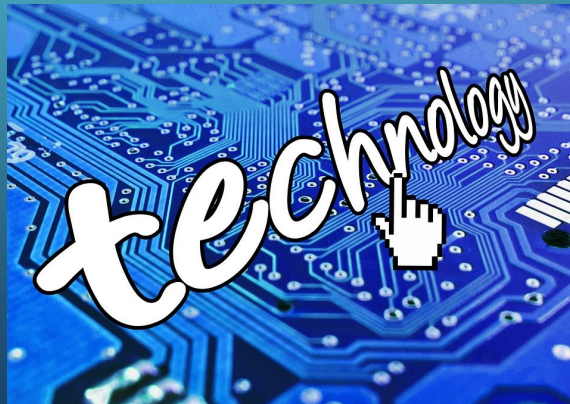


# UTILIZING TECHNOLOGY IN THE ADMINISTRATION OF PAYROLL/PERSONNEL

SERENA OWSLEY – CSFO, ATHENS CITY SCHOOLS

NICOLE ROBINSON – HR/PAYROLL/FINANCE SPECIALIST, CULLMAN CITY SCHOOLS



# REASONS TO UTILIZE TECHNOLOGY

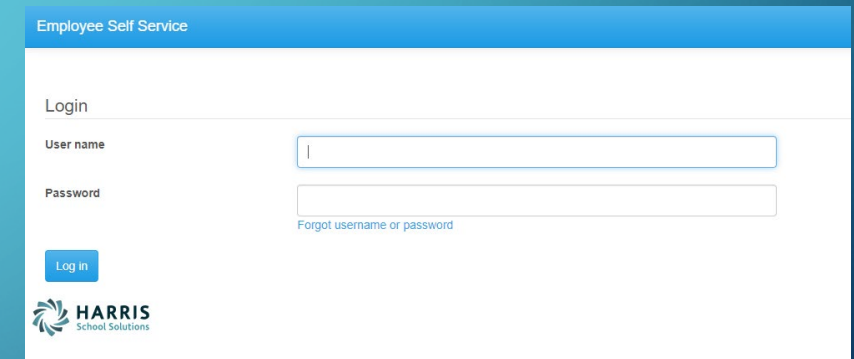
- More Efficient
- Fewer Errors
- Better Traceability
- Digital Documentation





# EMPLOYEE SELF SERVICE (ESS) BENEFITS

- Employees can view their paychecks
- Employees can view W2, Truth In Salary, and 1095C without Employer printing a copy
- Employees can make changes to their address, bank information, and/or tax withholdings without filling out paperwork (reduces paperwork and employer entry errors)
- Employees can have access to company documents and employee documents
- Note: Changes are coming to the ESS Portal from Harris.



Employee Self Service


Login

User name

Password

[Forgot username or password](#)

[Log in](#)

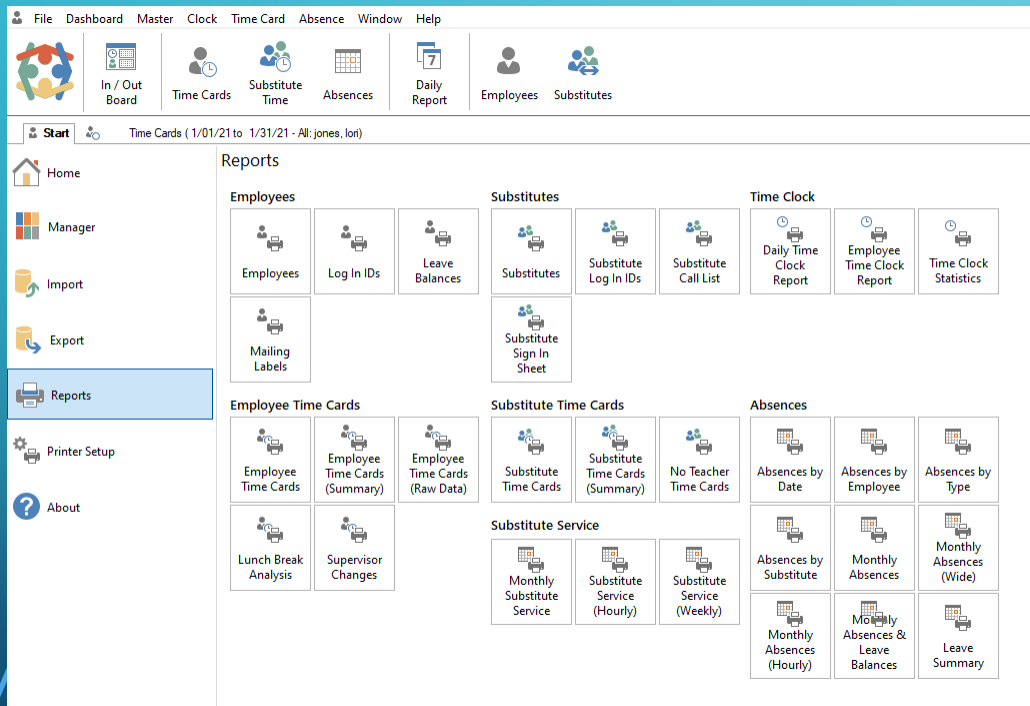
 HARRIS  
School Solutions

# EMPLOYEE SELF SERVICE (ESS) POTENTIAL PROBLEMS



- Some employees aren't comfortable with technology
  - Make training material readily available
  - Possibly have a public computer set up at Payroll for those who need beginning assistance
  - Resist the urge to “just do it the old way” because it’s what everyone knows
- People don't like change
  - Stress the benefits of having unlimited access to their information
  - Remind payroll personnel that it will save time once everyone has adjusted

# TES (TIMEKEEPING SYSTEM) BENEFITS

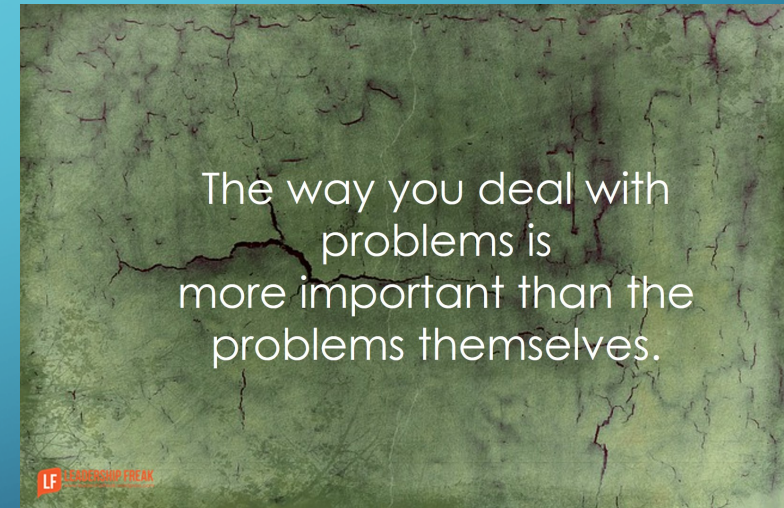


- Reduces time calculation errors
- Creates a file that can be imported to NextGen
- Creates a leave file that can be imported
- Enters Sub pay for leave (discuss more later)
- Helps show compliance with Employee Leave Laws
- Digital File makes it easier to pull past data



# TES (TIMEKEEPING SYSTEM) POTENTIAL PROBLEMS

- Some feel like they lose control of the information with an import
  - Run reports that check the information
- If leave isn't entered correctly, sub pay won't import
  - Train employees to enter leave every time
  - Train subs to clock in correctly
  - Run reports that check the information
- Wide Variety of Systems for Wide Range of Cost
  - Research
  - Look at actual needs – Don't get caught up in flashy options if you don't need them



# SUBSTITUTES

- Orientation

- Make expectations clear from the beginning
- Properly train them in the technology they will utilize
- Valuable resource – treat them that way

- Timekeeping

- Make sure employee leave is entered
- Make sure sub time is entered
- Run reports to reconcile

- Sub Calling System

- Determine if centralized person or employee will enter Sub need
- Reconcile to Timekeeping system

ReadySub

- ESS

- Just as important for sub to view information
- Sub needs ability to make changes, too

**Manage Substitutes Online.**

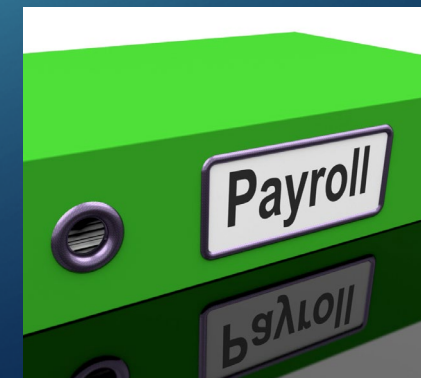


# PAYROLL OPTIONS AND REPORTS

- Move Job Leave Pay Data
- Input leave adjustment to history
- Salary Transfer
- Prior Period Comparison
- Mass Initialize Employee jobs



important stuff





# MOVE JOB LEAVE/PAY DATA (PR/MVLV)



- When an employee moves jobs to another job number
  - Example: Teacher to Assistant Principal
- MVLV will copy Fringe and Leave from old job to new job number.
- Must have new job created first
- Can also copy GL, Salary Schedules, and Pay Record, if needed
  - Normally this will be setup differently because of new position

PR/MVLV: Move Job Leave/Pay Data (v3.15)

Employee # 1456 WI [REDACTED] Calendar Year 2021

Job  
 From Job # 1 To Job # 3  
 Copy Job and Pay Record Data  
 Create To Job If Doesn't Exist  
 Terminate From Job  
 Term Code [REDACTED]

Salary Schedule  
 Copy Salary Schedules

GL Distribution  
 Copy G/L Distribution Data  
 Fiscal Yr 2021

Fringe  
 Copy Fringe Benefit Data  
 Inactivate From Job Fringe Benefit Data

Deduction  
 Copy Deduction Data  
 Inactivate From Job Deduction Data

Employer Paid  
 Copy Employer Paid Benefit Data

Leave  
 Copy Leave Data Leave Yr 2021  
 Inactivate From Job Leave Data

- Moving leave and fringe from Job 1 to Job 3
- Deselect options not needed
- Deduction and Employer Paid options are not for Alabama users
- Pressing Save will inactive information on old job and copy it to the new job number.
- Information will be identical from old job.

# INPUT LEAVE ADJUST TO HISTORY (PR/ILVA)

- Multiple uses
- Prints on Employee Leave Detail Report
- Adjusts employee's leave screen in Employee Maintenance
- Adjusted:
  - Used for transfers in and out of the system, Sick Bank Donations
- Taken:
  - Used for recording Taken leave during the year, can be positive or negative
- Accrued:
  - Used for adding Accrual Day(s) to individuals





Payroll Id  Input Leave  Taken  Accrued  Adjusted

Employee No  Job Number  2021

Enter Leave Adjustment Data

Input Date  # Units (+/-)  Leave Type  Uom  Adjustment Description

Input Date	Leave...	Units	Uom	Adjustment Description

Enter or Search For a Valid Payroll Run ID

- Must enter Run ID (Just a formality)
- Select Taken/Accrued/Adjusted
- Date of the leave or Transfer date
- # of Days (+ or -)
- Type of Leave
- Reason for Adjustment

- “Adjusted” will be mostly used
  - Anytime you want to increase or decrease the balance of leave for reasons OTHER than earned or taken
    - Ex: Leave from another school system, Transferring to another school system, donated days (if applicable)
- “Taken” can be tricky. Taken is deducting from the leave balance. When entering a 3, that means 3 days will be deducted. If under Taken and you put -3, then 3 days will be added back.
  - PAY ATTENTION!
- “Accrued” is rarely used

# SALARY TRANSFER (PR/SALT)

- Moves gross wages and board deductions to new GL number
- Does all journal entries on budgetary side AND changes check records
- Widely used at end of year to move employees from Federal Funds over budget
- Can change individual checks or Lump Sum change (Not recommended)
- Old GL and New GL must be on the Job GL Distribution screen of Employee Maintenance
- Can NOT transfer over jobs!



Employee #  T

Chk #	Check Date	Gross Wage	Ma
984...	01-29-2021	7,028.08	1,2
978...	12-18-2020	7,178.08	1,2
973...	11-30-2020	7,028.08	1,2
967...	10-30-2020	7,028.08	1,2
962...	09-30-2020	7,178.08	1,2
957...	08-31-2020	7,028.08	1,2
952...	07-31-2020	7,028.08	1,2
947...	06-30-2020	7,178.08	1,2
943...	05-22-2020	7,028.08	1,2

Employee #  T

Posting Date

Check #

Check Date 12/18/2020  
 Quarter Number 4  
 Cost Center 8600  
 Gross Wage 7,178.08  
 Fringe Benefit  
 Federal Tax 448.24  
 Advanced EIC  
 State Tax 296.09  
 SS Tax 424.91  
 MCARE Tax 99.37  
 Total Deductions 5,909.47  
 Net Check 0.00

1. G/L Distribution		2. Deductions	
J.	Account Number	Gross	Adj Amt
1	12-5-4210-111-0010-5101-0-8420-0000	761.84	-761.84
1	12-5-4210-111-0015-5101-0-8420-0000	761.84	761.84
1	12-5-4210-111-0020-5101-0-8420-0000	761.14	
1	12-5-4210-111-0030-5101-0-8420-0000	761.14	
1	12-5-4210-111-0040-5101-0-8420-0000	761.14	
1	12-5-4210-111-0050-5101-0-8420-0000	761.14	

Job  Account #

Gross  Adjustment

- From the list view select the check that needs the transfer
- Select CHANGE
- Review your Posting Date (Watch crossover of Fiscal Years!)
- Click on the GL that needs to be adjusted. Adjustment amount will be negative
- Select the account number that should receive the adjustment. This will be a positive amount.
  - The drop down box under Account # will show you account numbers on the GL distribution screen of employee maintenance.
- They must wash each other out or the transfer will not take place.
- Press SAVE
  - 3 reports will be available for print. The Before Register, The After Register, and the Journal Entries.
  - The reports will drop to the bottom and a prompt will ask you if you printed them.
  - Be sure to print them before answering prompt.
  - It is recommended that you close the reports after printing because they will remain on your screen until you do. This may cause confusion with further Salary Transfers/



# PRIOR PERIOD COMPARISON (PR/PPCR)

- Compares current payroll to previous payrolls
- Catches errors before printing of checks!
- CSFO review of changes in system from previous payroll
- Can be ran multiple ways for verifying data
- Can verify changes in gross pay and deductions, both EE and ER side.
- Can be used to balance deductions from previous payroll to see changes
- **MUST BE RAN BEFORE UPDATE OF RUN ID!**



- The following screen shot is recommendation only.
- Current run ID compared to previous REGULAR run ID only.
  - Transaction can be ran for any previously updated run ID based on Prior Check Dates entered
- Various sort methods. Select what is best for you
- Selection of deductions, employee type, pay period code, and status varies
  - For job status, recommend all statuses for verification of terminations and sub amounts

Payroll Run ID

Sort Report By:

Empl Name     
  Report Loc     
  Check Loc  
 Empl Type     
  Job Loc

Check Date      
 Period Ending Date

Gross Pay     
 Report Changes Only

Employee Deductions     
 Gross Pay

Employer Deductions     
 % Difference

Fringe Data

Mask SSN on Report

Employee Last Name

From  Thru

Prior Check Dates

From  Thru

Payroll Run ID's

Payroll Run ID	Check Date	ID Type
<input type="checkbox"/> Malone1012020	10/01/2020	Supple...
<input checked="" type="checkbox"/> OCTPAYROLL20	10/30/2020	Regular
<input type="checkbox"/> PHPErPay103020	10/30/2020	Offline
<input type="checkbox"/> RETADJ103020	10/30/2020	Offline

Deductions

Num	Description
<input checked="" type="checkbox"/> 1	FEDERAL WITHHO...
<input checked="" type="checkbox"/> 2	STATE WITHHOLDI...
<input checked="" type="checkbox"/> 3	ADVANCED EARN...
<input checked="" type="checkbox"/> 4	MEDICARE
<input checked="" type="checkbox"/> 5	SOCIAL SECURITY
<input checked="" type="checkbox"/> 6	ADDITIONAL MEDI...
<input checked="" type="checkbox"/> 8	MATCHING DEFER...

Employee Types

Type	Description
<input checked="" type="checkbox"/> A	ADMINISTRATO...
<input checked="" type="checkbox"/> A1	SUPERINTEND...
<input checked="" type="checkbox"/> A2	ASSISTANT PRI...
<input checked="" type="checkbox"/> A4	ASSISTANT PRI...
<input checked="" type="checkbox"/> AD	TEACHER AIDE...
<input checked="" type="checkbox"/> AD2	TEACHER ASSI...
<input checked="" type="checkbox"/> AD3	TEACHER AIDE...

Pay Period Code

N...	Description
<input checked="" type="checkbox"/> B	Bi-Weekly
<input checked="" type="checkbox"/> M	Monthly
<input checked="" type="checkbox"/> N	No-Pay
<input checked="" type="checkbox"/> S	Semi-Monthly
<input checked="" type="checkbox"/> W	Weekly

Job Status

N...	Description
<input checked="" type="checkbox"/> A	Active
<input checked="" type="checkbox"/> L	On Leave
<input checked="" type="checkbox"/> R	Retiree Substitute
<input checked="" type="checkbox"/> S	Substitute
<input checked="" type="checkbox"/> T	Terminated

# MASS INITIALIZE EMPLOYEE JOBS (SC/MCET)

- Relatively new transaction
- Transaction under System Control
  - Request transaction from Harris Support
- Mass updates information on employee jobs
- Different from Mass Change Employee Jobs under Employee Maintenance Folder
- Give List View with changes for review
- Mass Termination
- Can be tricky to use





**Job Status Codes**

Ty...	Description
<input checked="" type="checkbox"/> A	Active
<input checked="" type="checkbox"/> L	On Leave
<input checked="" type="checkbox"/> P	Applicant
<input checked="" type="checkbox"/> R	Retiree Substitute

**Job Types**

Type	Description
<input checked="" type="checkbox"/> A	Additional...
<input checked="" type="checkbox"/> P	Primary Job
<input checked="" type="checkbox"/> S	Suppleme...

**Summer Pay Flags**

Type	Description
<input checked="" type="checkbox"/> A	Prt Jul/Au...
<input checked="" type="checkbox"/> C	Print Jul/A...
<input checked="" type="checkbox"/> N	No Summ...

**Only Job Number**

All

**Employee Types**

Type	Description	Days	Cert	Con...
<input checked="" type="checkbox"/> A	ADMINISTRATOR 240	240	C	
<input checked="" type="checkbox"/> A1	SUPERINTENDENT	240	C	
<input checked="" type="checkbox"/> A2	ASSISTANT PRINCIPAL 202	202	C	
<input checked="" type="checkbox"/> A4	ASSISTANT PRINCIPAL 240	240	C	
<input checked="" type="checkbox"/> AD	TEACHER AIDES 182	182	N	
<input checked="" type="checkbox"/> AD2	TEACHER ASSISTANT 197	197	C	
<input checked="" type="checkbox"/> AD3	TEACHER AIDES 182 8 hour	182	N	
<input checked="" type="checkbox"/> AFT	AFTER SCHOOL CARE	0	N	
<input checked="" type="checkbox"/> AFTX	AFTER SCHOOL CARE - EE	0	N	
<input checked="" type="checkbox"/> BD	BUS DRIVER 182	182	N	
<input checked="" type="checkbox"/> C1	CLERICAL 240	240	N	
<input checked="" type="checkbox"/> C10	COUNSELOR 10M	202	C	
<input checked="" type="checkbox"/> C12	COUNSELOR 12M	240	C	
<input checked="" type="checkbox"/> C9	COUNSELOR 9M	187	C	
<input checked="" type="checkbox"/> CL	CLERICAL 202	202	N	
<input checked="" type="checkbox"/> CON	CONTRACT - EMPLOYEE	0	N	
<input checked="" type="checkbox"/> CONH	CONTRACT - HOURLY - NON...	0	N	
<input checked="" type="checkbox"/> CONM	CONTRACT - MONTHLY - NO	0	N	

Use Budget Work Schema: BUD2021

**Job Locations**

Loc	Description
<input checked="" type="checkbox"/> 0000	Default CCTR Value
<input checked="" type="checkbox"/> 0001	SYSTEM-WIDE
<input checked="" type="checkbox"/> 0010	ATHENS ELEME...
<input checked="" type="checkbox"/> 0015	ATHENS INTERM...
<input checked="" type="checkbox"/> 0020	ATHENS MIDDLE...
<input checked="" type="checkbox"/> 0025	ATHENS RENAISS...
<input checked="" type="checkbox"/> 0030	ATHENS HIGH S...
<input checked="" type="checkbox"/> 0035	BROOKHILL ELE...
<input checked="" type="checkbox"/> 0040	JULIAN NEWMAN...
<input checked="" type="checkbox"/> 0050	JL COWART ELE...
<input checked="" type="checkbox"/> 0060	Added from Conv...
<input checked="" type="checkbox"/> 0120	TANNER HIGH/LI...
<input checked="" type="checkbox"/> 0160	Added from Conv...

Only Jobs Hired Before

Only Jobs Not Paid Since

Term the Person If All Jobs are Terminated

**New Field Values on Job Record**

- Status Code and Date
- Term Code and Date
- Job Location
- Pay Period Code
- Hire Date
- Service Date
- Employee Type
- Summer Pay Flag
- Job Type

- Annual Salary
- Salaried Periods
- Pay Period Salary
- Hours Per Day
- Rate of Pay
- Overtime Rate
- Accrual Days
- Contract Days
- Percent Worked

# QUESTIONS

PLEASE FEEL FREE TO CONTACT US

[Serena.Owsley@acs-k12.org](mailto:Serena.Owsley@acs-k12.org)

256-431-1592

[Nrobinson@cullmancats.net](mailto:Nrobinson@cullmancats.net)