



ONESolution

Human Resources/ Payroll User Manual

This document is created as a step by step user guide that should walk a user through the most common process in the Human Resource and Payroll Modules.

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Section 1: Navigation

1. Double click the ONESolution Login from your desktop



2. Enter your user name and password, followed by the Logon button

A screenshot of a web browser window titled 'Logon (10.0.154.161 10.0.3.0)'. The page header includes the SunGard logo and 'PUBLIC SECTOR Version 1.0'. The main content area contains a login form with the following elements:

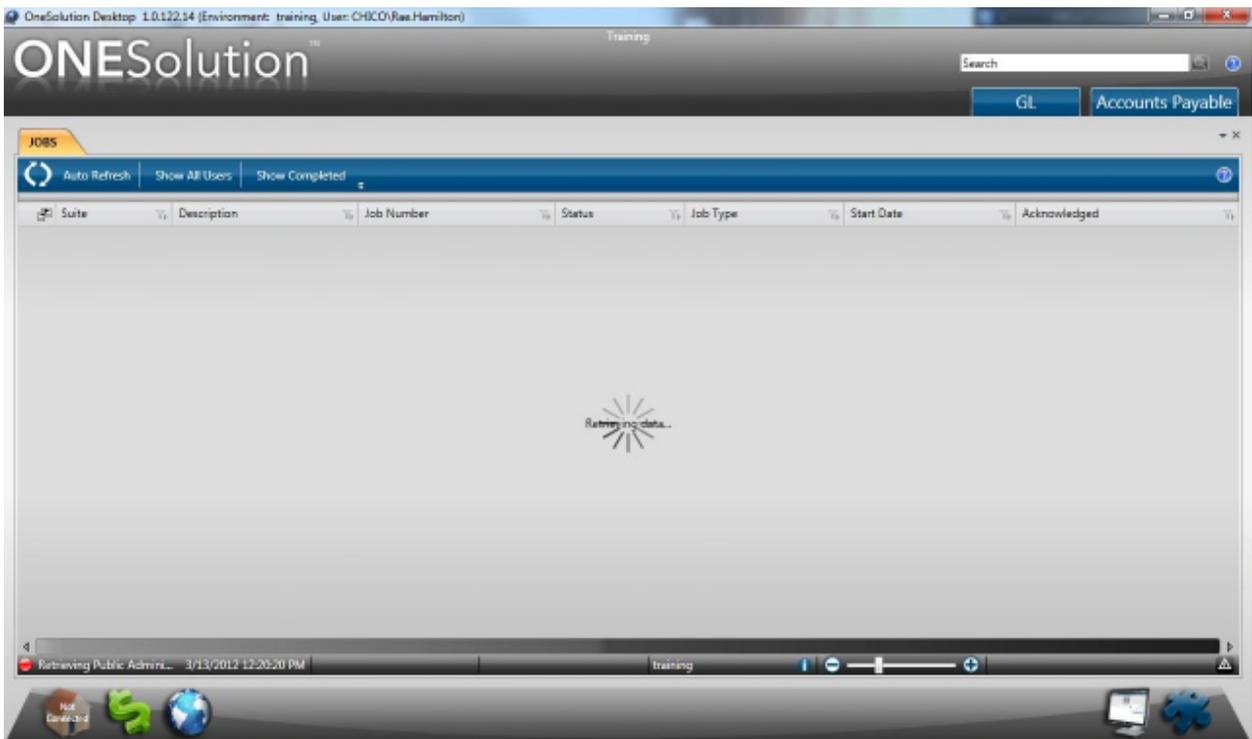
- User Name:
- Password:
- Remember me
- Last Logon: 8/11/2010 8:01:50 AM
- Buttons: Logon, Forgot Password, Change Password

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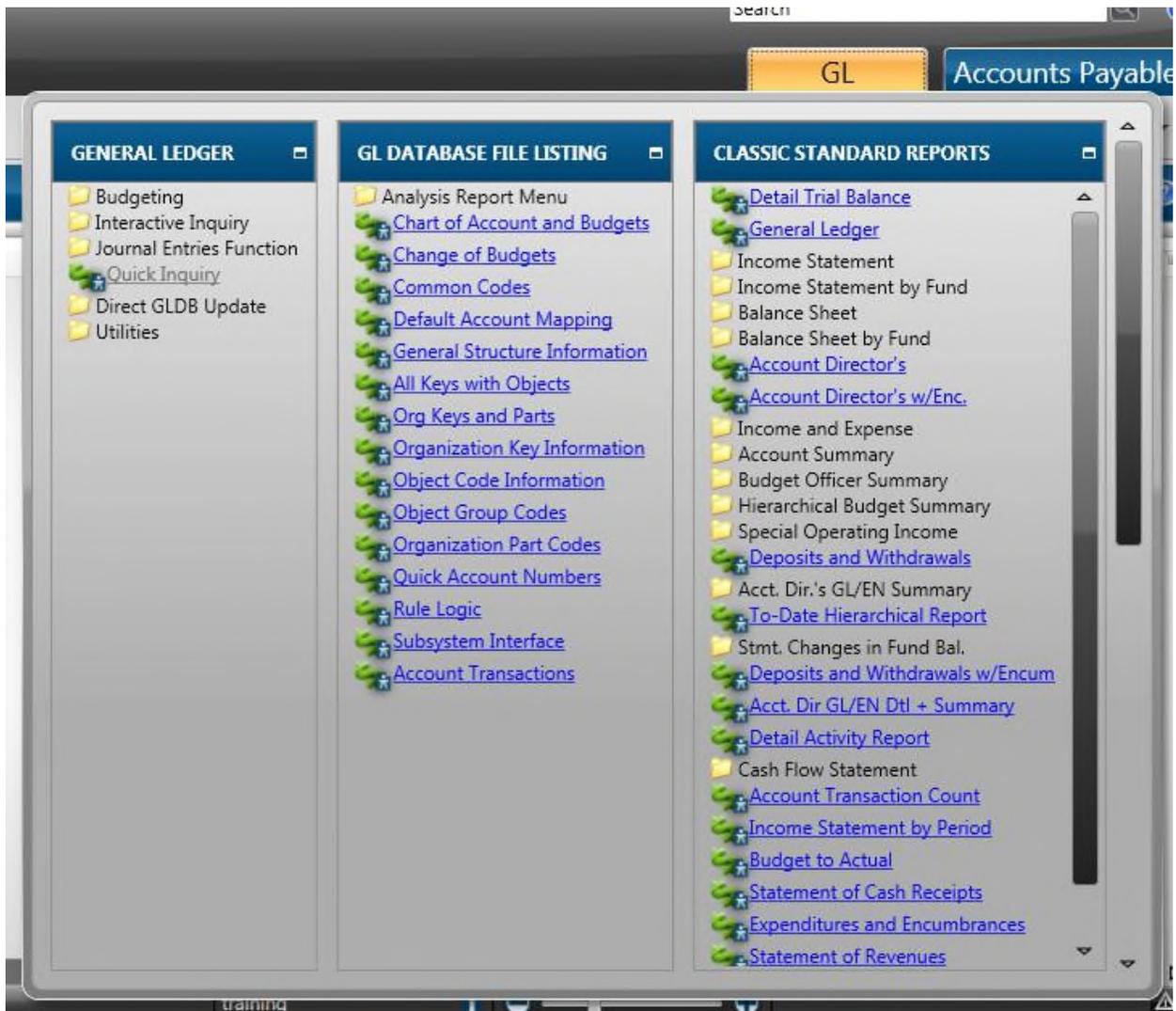
3. Next select the correct account



4. You are now logged into your ONESolution Finance application. The first area you see once logged in is the home page.



5. The tabs at the top of the screen are “Favorites Tabs”
 - These can be public favorites that a user may use based on their security or they can be created as personal favorites which on the user that creates the favorite would have access to.
6. Select the > at the top of the favorites scroll bar until you see the favorites tab you would like to use.



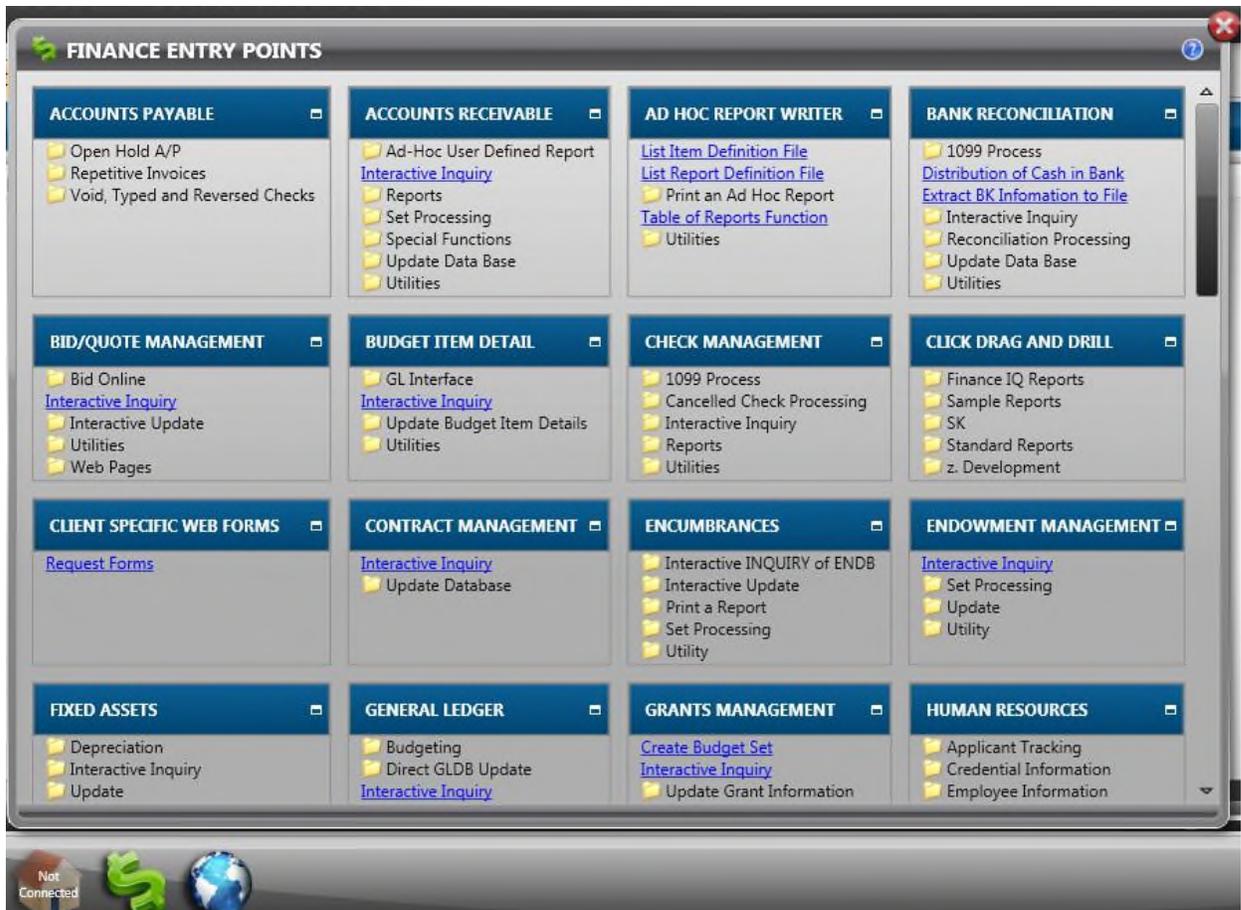
7. You are now able to access any of the screens by selecting them from your favorites tab.
8. Navigate back to the Home tab to get back to your home page by hover off of the favorites tab.



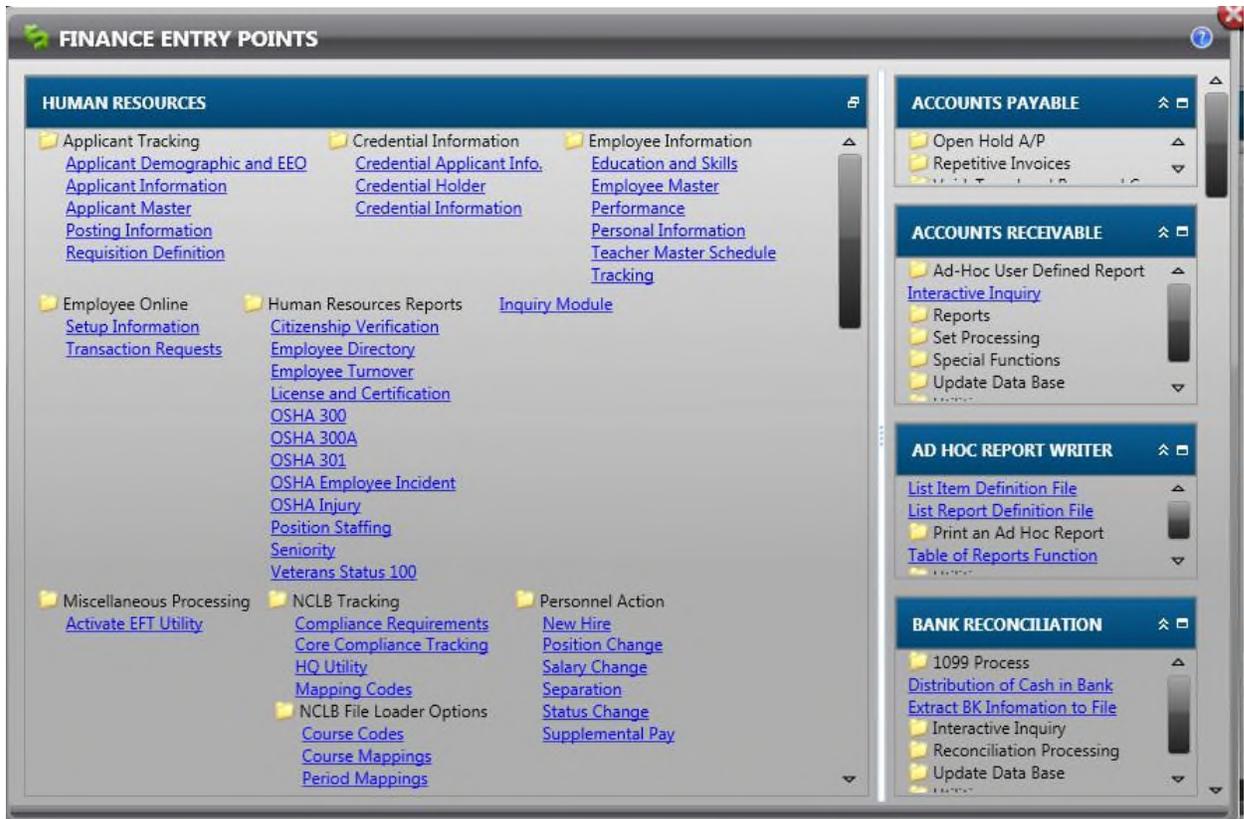
9. Another option to accessing the screens you will be working in is to select the Finance Icon on the lower left hand side of your screen, similar to where your start menu is on your PC.



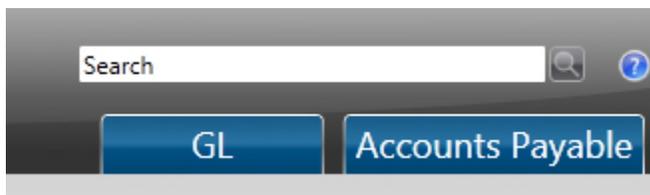
10. When selecting this icon, a menu will open up which will house all of the screens that your security role allows you to see. (Currently we all have full access therefore we will be seeing everything.)



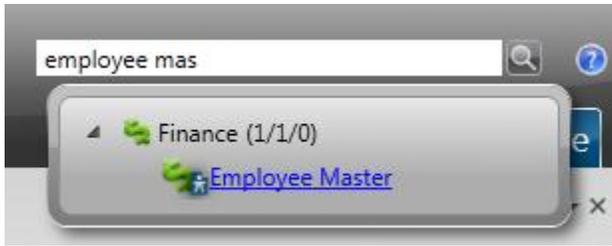
11. Once in the menu, you will need to find the folder of the application that you are looking for. For example Human Resources. Select the Maximize Icon on the upper right hand corner of the Human Resources folder to open the folder.



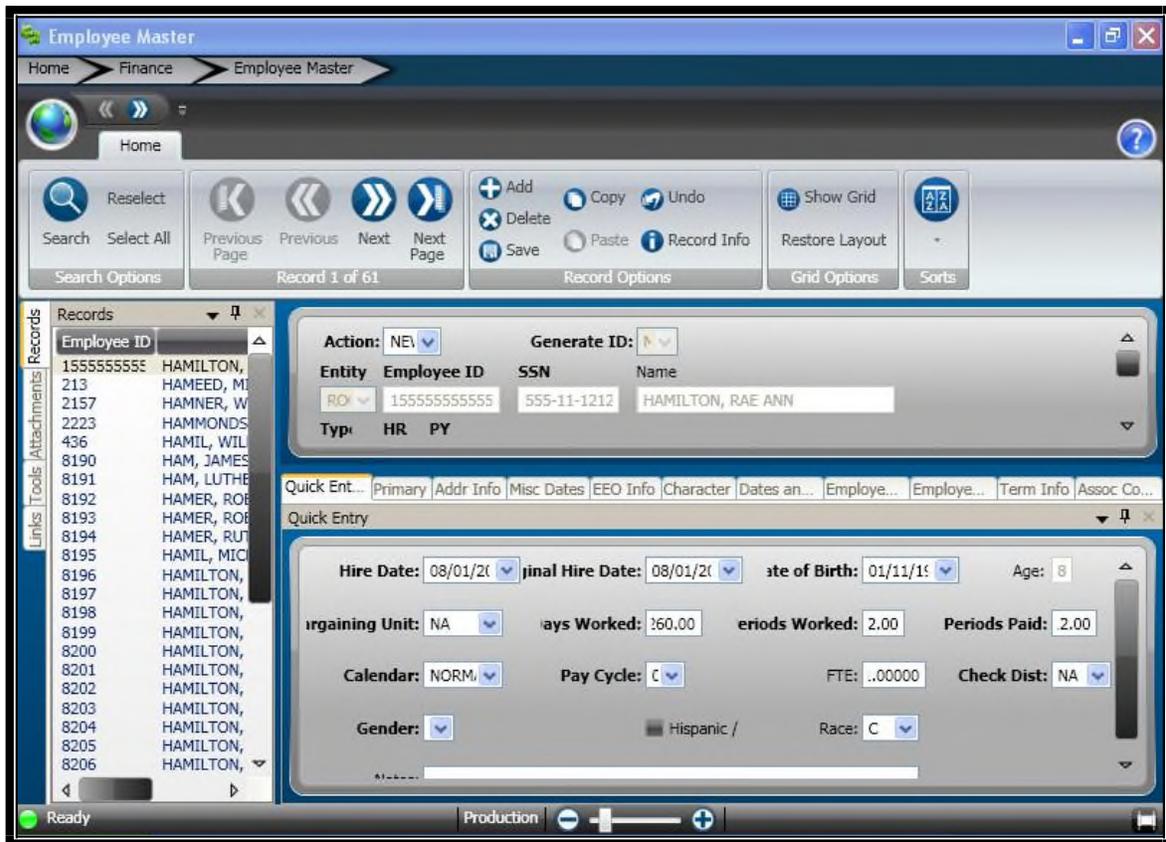
12. Select the screen you would like to access.
13. To Navigate away from Human Resources, select the minimize icon in the upper right hand corner of the folder.
14. The second option for navigating to a screen is to use the **SEARCH** field at the top of your desktop



15. Begin entering the name of the screen you would like to access and the system will filter through the screens until you find the correct one.



16. Select the like to the Employee Master to open the screen.



17. The top section on each screen will have navigation and record options buttons. The first set of icons are used for screen shots as well as scrolling through your employee list.



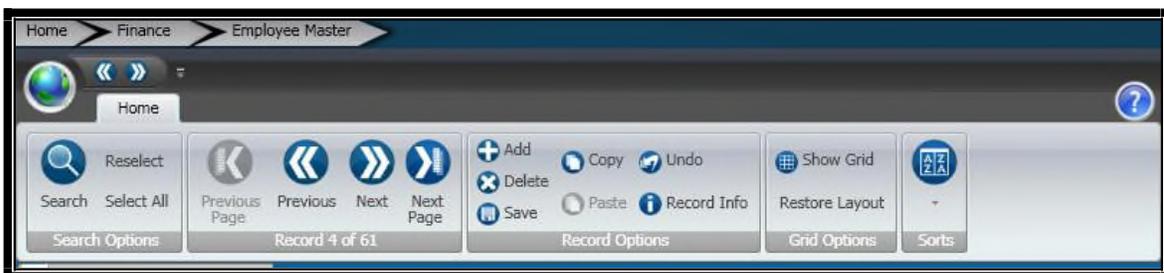
18. When selecting the world icon, you will be given two options

- Print Screen
- Settings

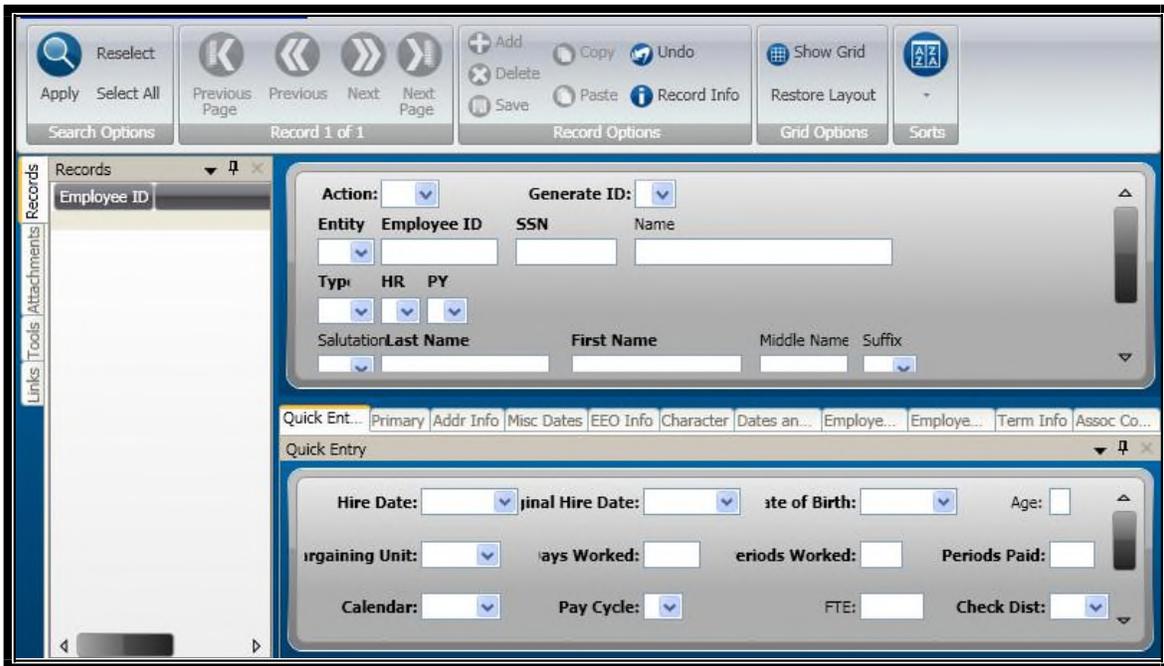
Print Screen allows you to print an image of the screen while the settings allows advanced features for screen control.

19. The arrows next to the world allow you to move through the employees in your record list one at a time by selecting the arrow in that direction.

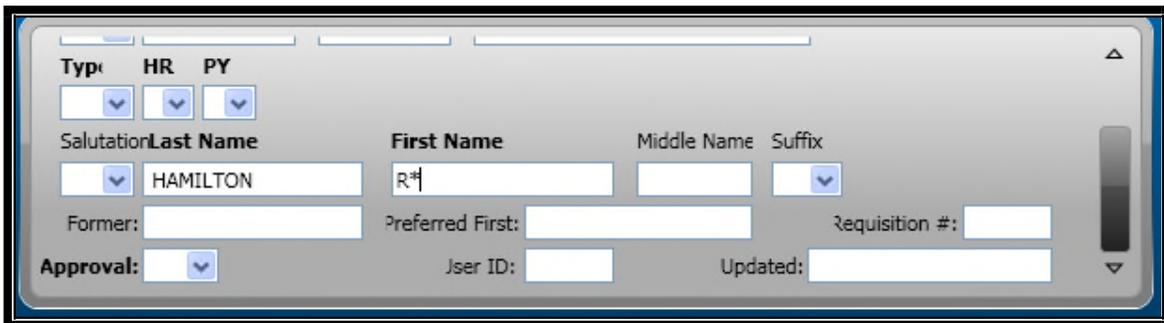
20. The next tool bar stores more navigation and screen options.



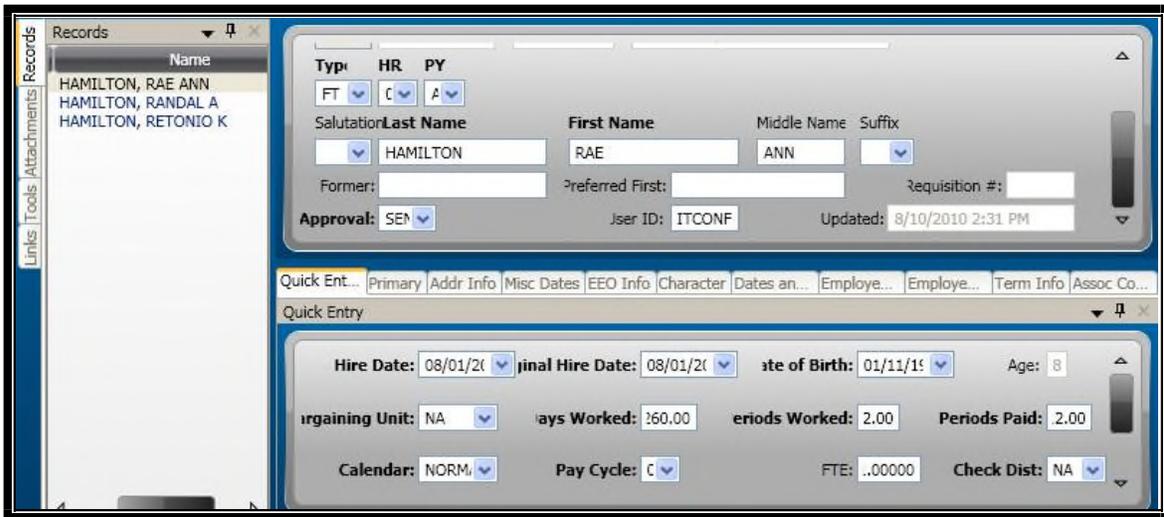
21. When selecting the Search icon, your employee record will be cleared out and you are now able to search for an employee or group of employees based on your search criteria.



- By entering my search criteria and hitting enter on my keyboard or the apply button on the tool bar, I will now only see employees that match that criteria in my record list.



- In this example, I am looking for employees with the last name of Hamilton and a first name that starts with R. An asterisk (*) is a wild card. After hitting enter, I will only see these employees in my list.



22. To get everyone back in my record list, back on my tool bar, I select the
SELECT ALL option



23. The next section on the tool bar is for navigating through employee records
one at a time or a page at a time.



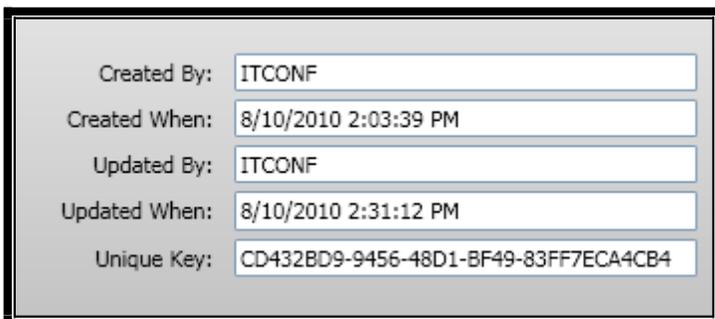
24. When selecting Next, I will be taken to the next employee in my record list.

When selecting Next Page, I will be given an entirely new group of employees in my record list. When the icon is blue, that means that I am able to move in that direction. If the icon is gray, I am not able to move any further.

25. Record Options is the next group of icon icons on my tool bar



- Selecting Add will clear out my screen and allow me to add a new employee.
- Delete will not allow you to delete an Employee Master record.
- Save will verify that your record is saved when entering a new employee or making a change. Hitting enter and waiting for record accepted will also save your data.
- Copy will copy the current record that you are working on
- Paste would allow you to add a new record and paste the record you just copied.
- Undo will undo that last entry that you made as long as you did not save it.
- Record Info will show you who created the original record and the date as well as the date and who last updated the record.



26. Grid Options is the next section on the tool bar.



- Selecting show grid will put all of the employee records into a grid view

Action	Generate ID	Entity	Employee ID	SSN	Name	Type	HR
NEW	M	ROOT	155555555555	555-11-1212	HAMILTON, RAE ANN	FT	00
NEW	A	ROOT	8214	[REDACTED]	HAMILTON, RANDAL A	F	02
NEW	A	ROOT	8215	[REDACTED]	HAMILTON, RETONIO K	F	02



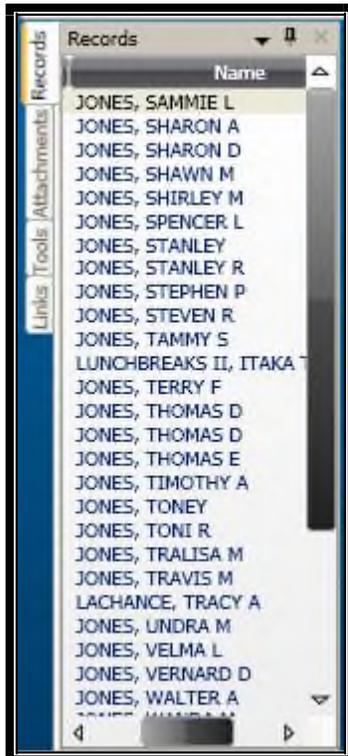
- Selecting Hide Grid will put your view mode back to the original view.
- When working in grid mode, you are able to select and drag columns into an order that you prefer, selecting Restore Layout will put the columns back into the default layout.

27. Sorts is the last option on the tool bar. Sorts allows you to control how you would like your employees listed in the record menu.



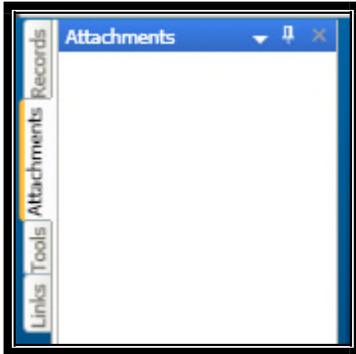
28. To the left of the screen is a menu tree that has four tabs listed vertically.

The first tab is the employee records which is where you will see all of the employees that you have security to or the employees that you have filtered down to.

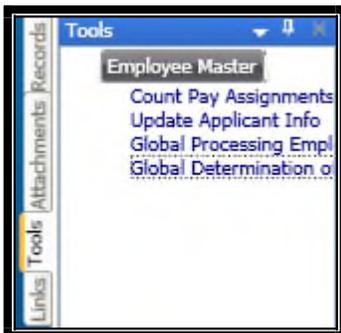


29. The next tab is Attachments

- Each screen has the capability of attaching documents to employee records. If utilized, this is where you would attach as well as view attachments.



30. Tools is an advanced feature that allows us to verify that all employee master records are in the payroll employee master as long as their approval code is set to SEND. Other options within here allow us to see how many positions an employee is assigned to as well as update their applicant information if we were to be using the applicant tracking module.

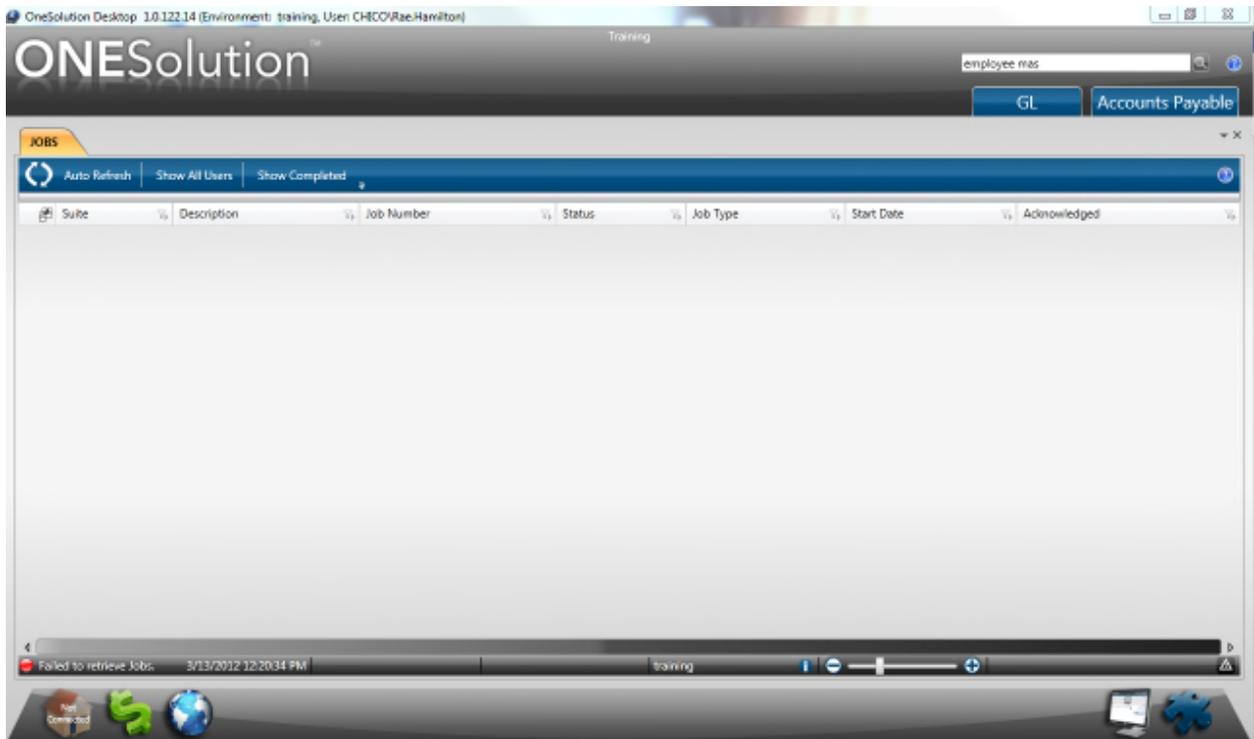


31. The last tab is the Links tab. This tab allows us to move to different screens and stay on the same employee without having to go back to the menu tree or our favorites tab.

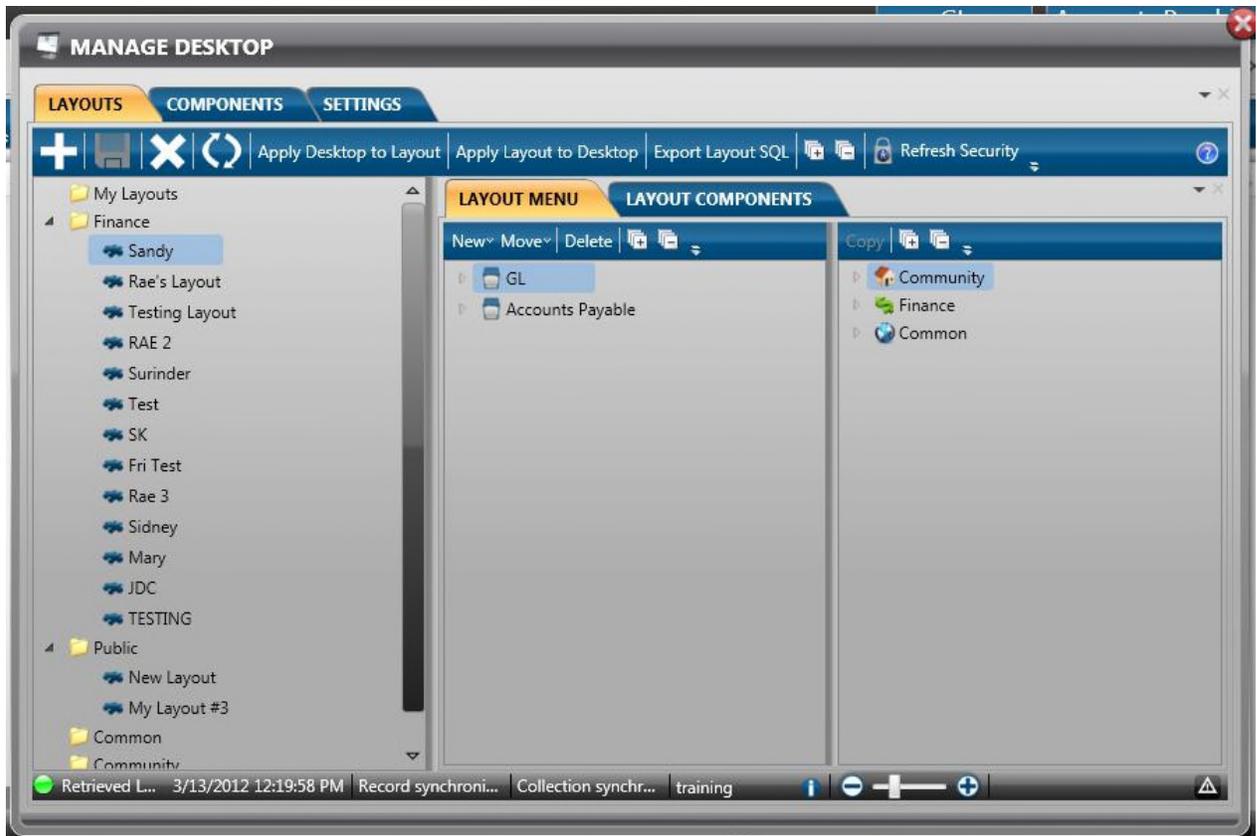
Links	
Link	Description
Education and Skills	
Tracking	
Performance	
Personal Information	
Benefit Assignments	
CDH Assignments	
Mandatory Assignments	
Pay Assignments	
Pay Related Contributions	
Quick Pay Assignments	
PY Pay Assignments	
Teacher Master Schedule	

Section 2: Creating a Favorites Folder

1. When creating a favorites folder the first step is to go to your desktop for
ONESolution

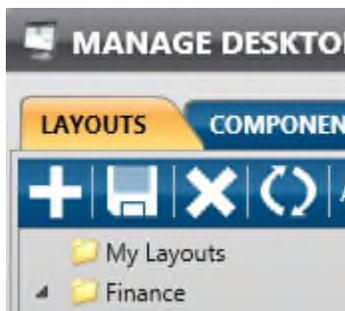


2. On the lower right hand corner there is an Icon that looks like a computer
screen, ONESolution Desktop



- This now opens up a menu where you can create favorites.

3. Select the folder that says Finance

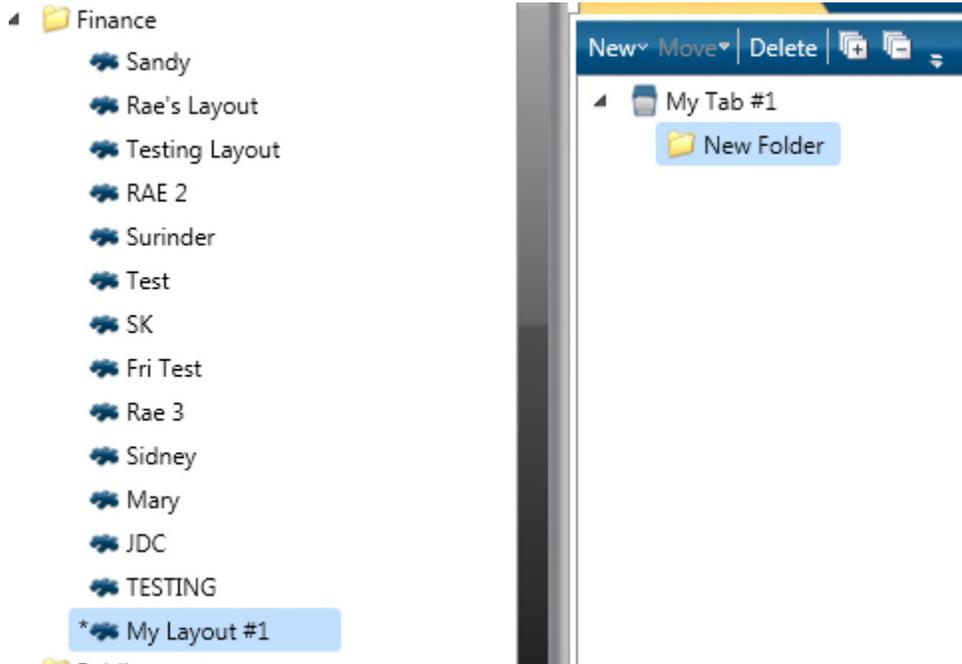


4. Select that +

- This opens up a separate screen that allows us to say whether or not this is a public favorite or by default it will be created as a personal

favorite which means, the user creating this will have access to this folder.

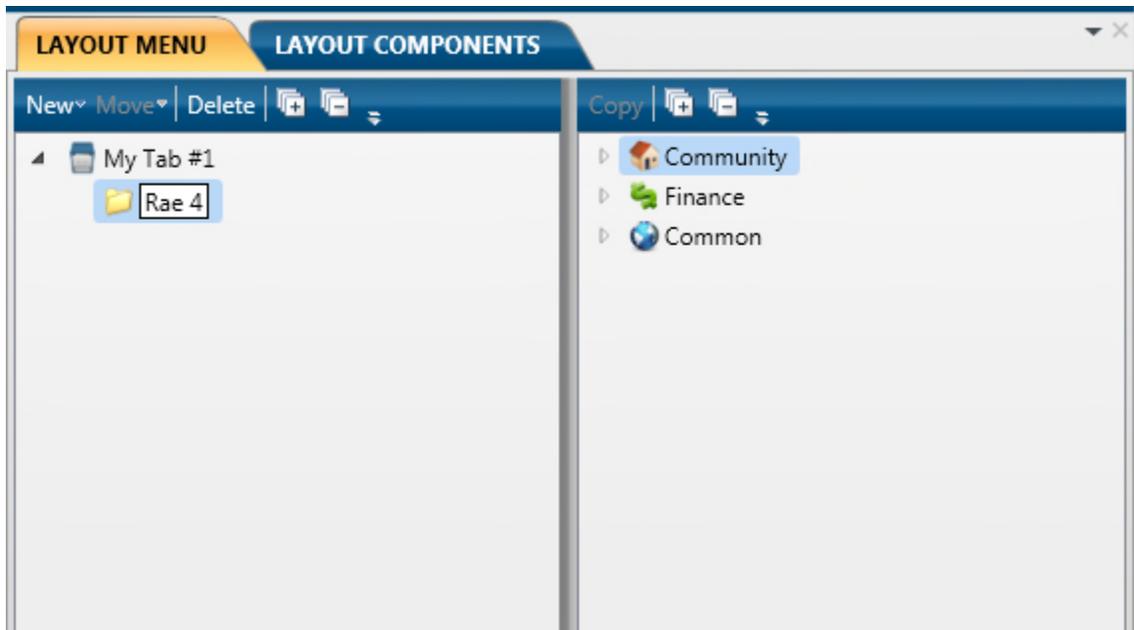
5. Name your folder



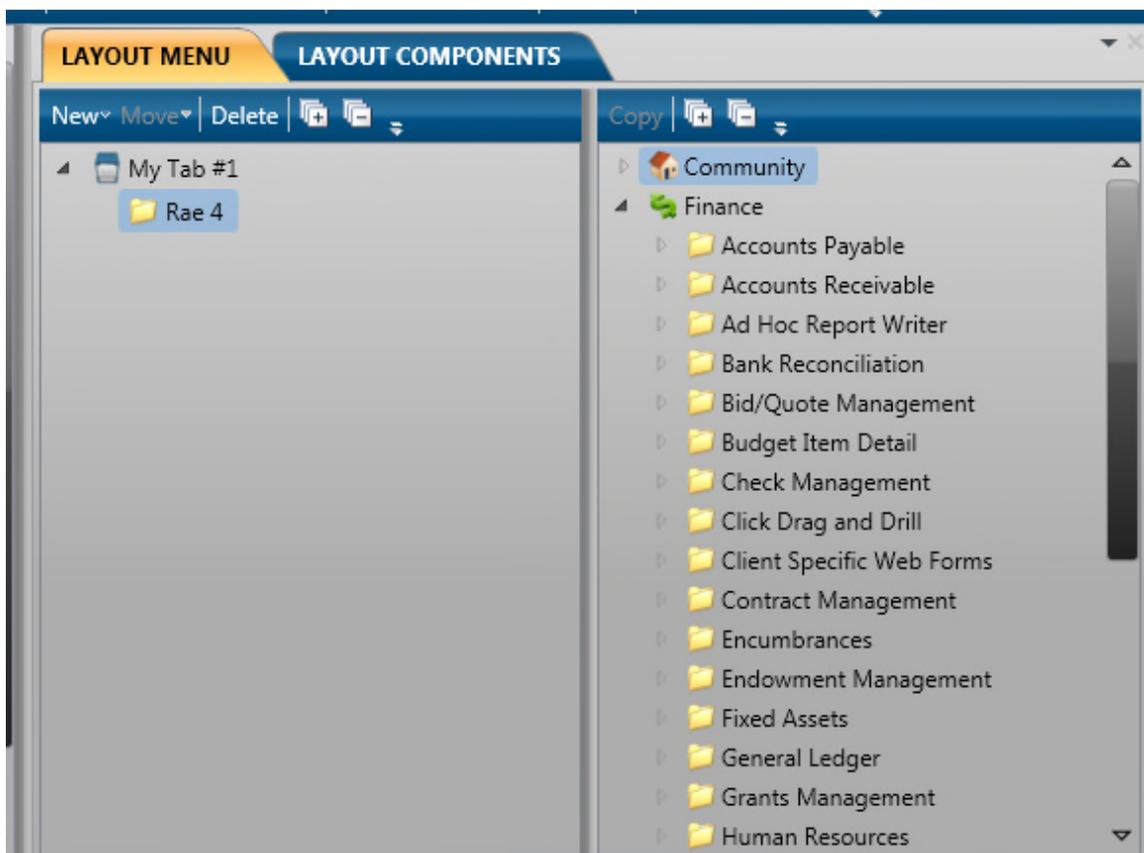
6. Right click on My Layout #1 and rename

7. Hit Enter

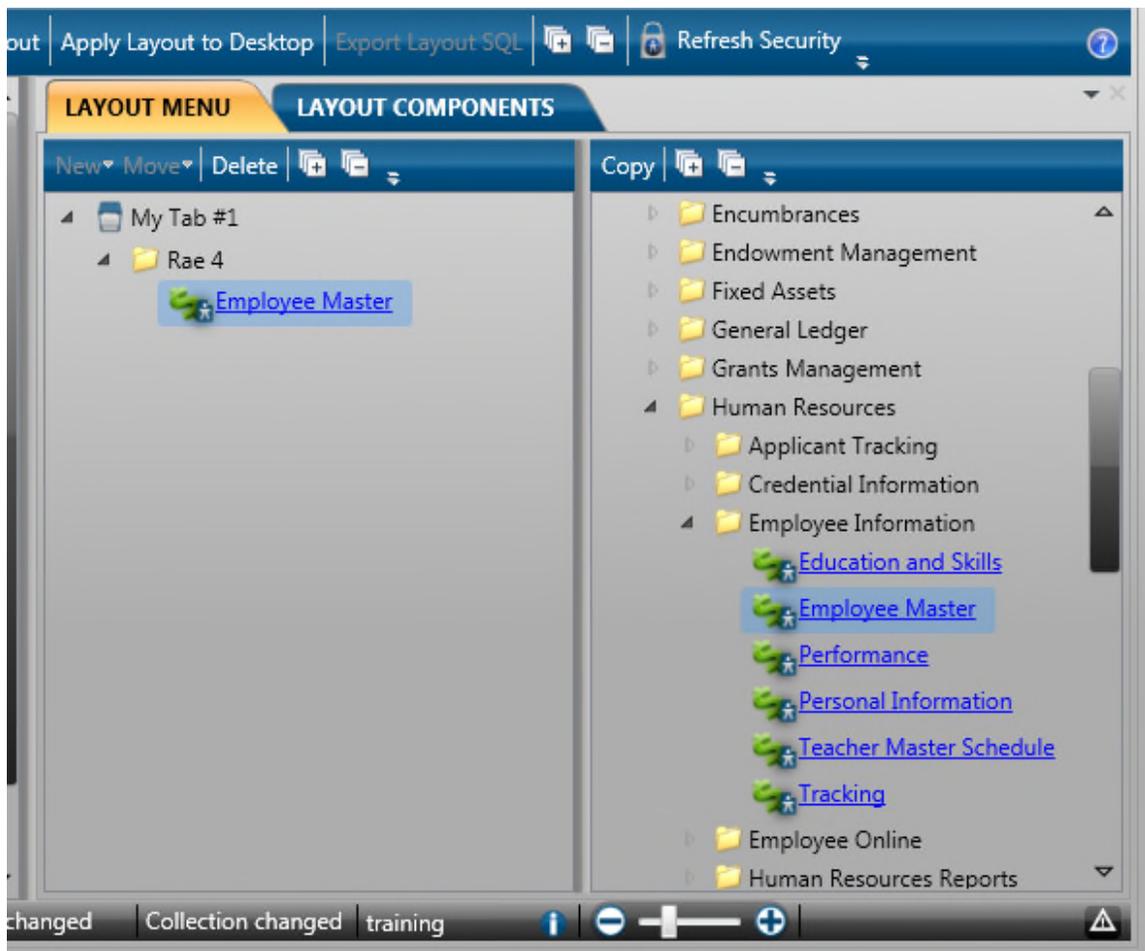
8. Your favorite folder is under My Tab #1, re name by right clicking and selecting rename



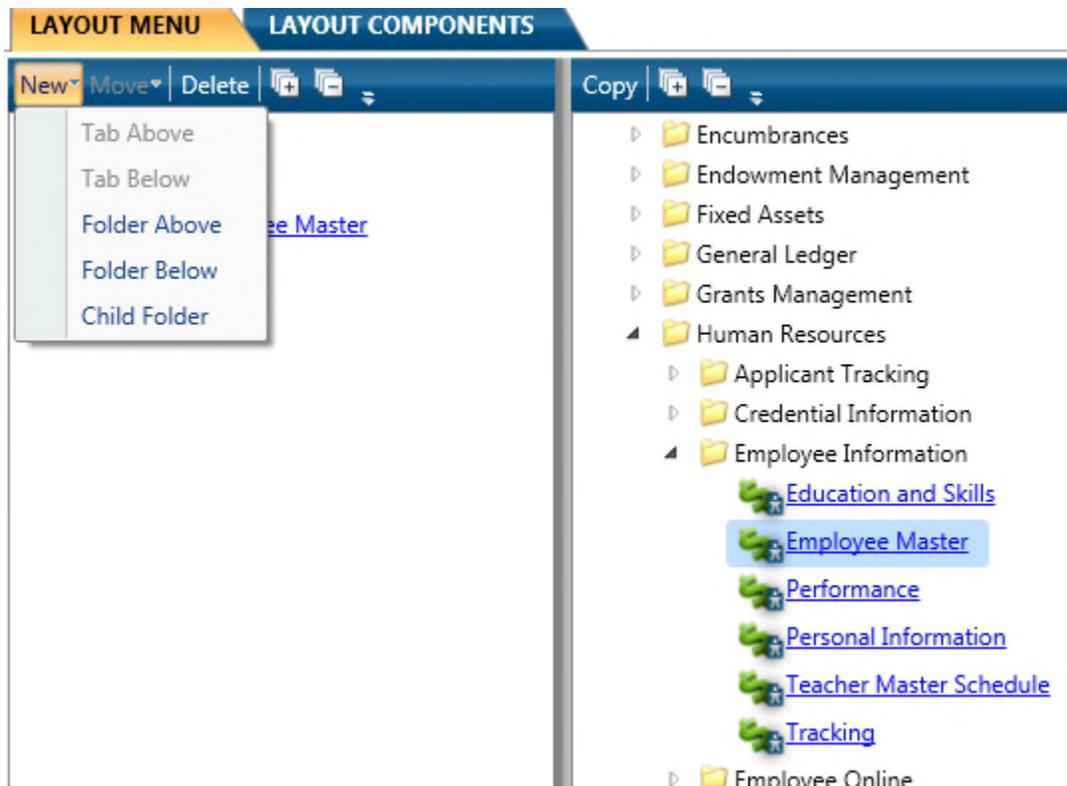
9. Select the application in the right side that you will be adding screens from



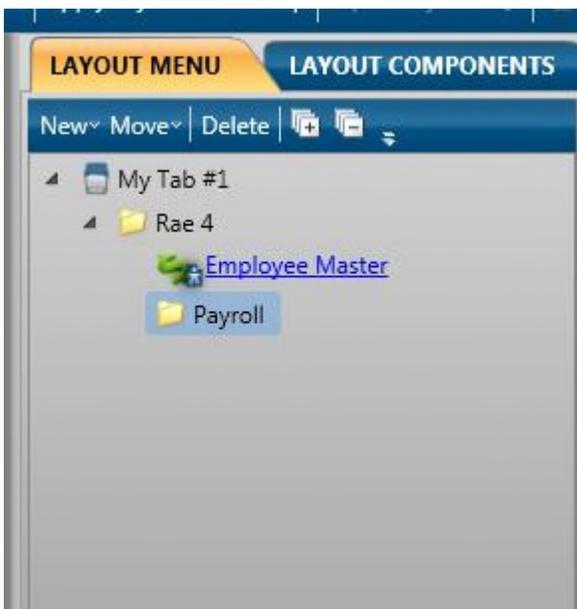
10. Navigate to the correct sub system and click on the screen you would like to add and drag it into your folder before releasing your mouse



11. To add another sub folder select New above your folder and the appropriate position of the new folder

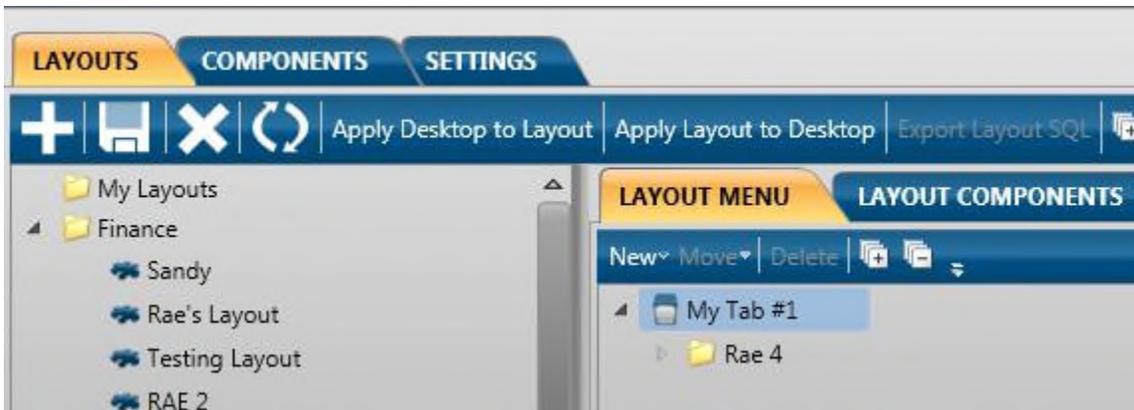


12. Rename your new folder

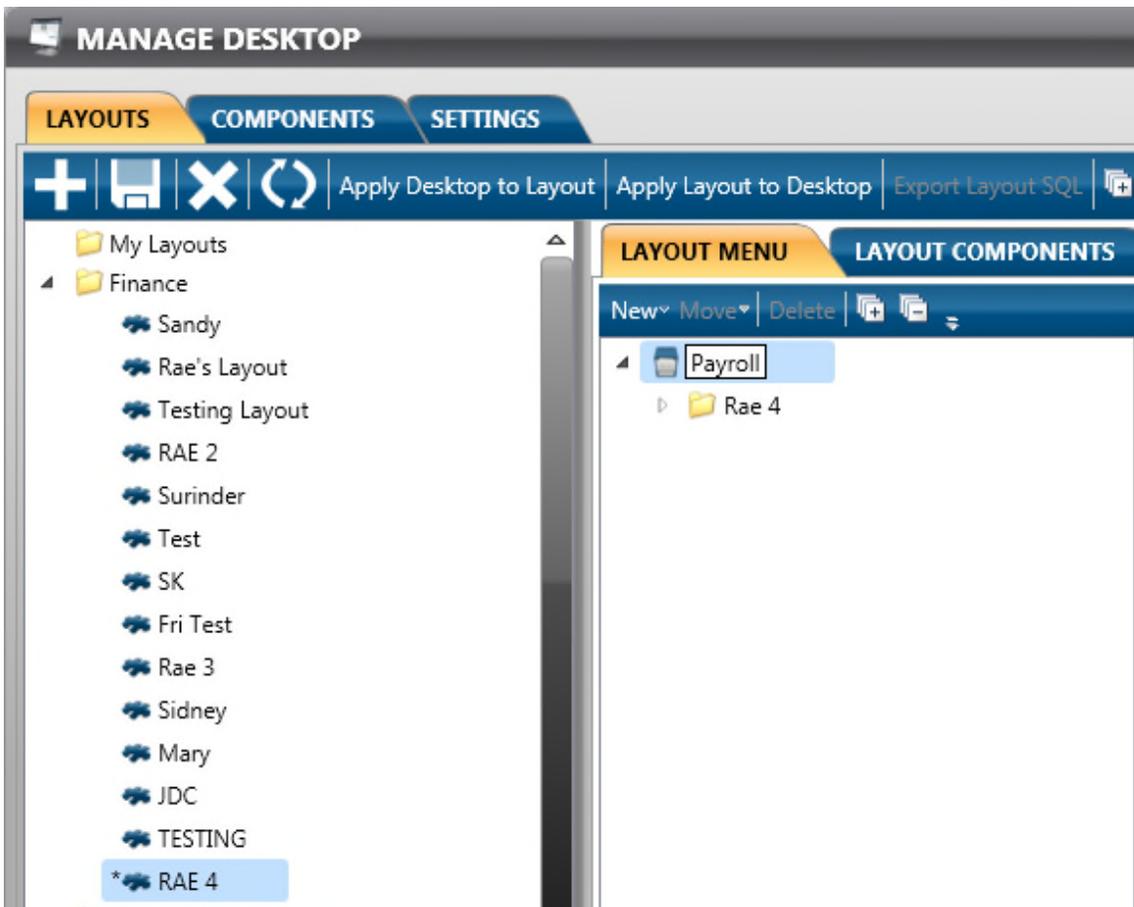


13. Continue creating folders and adding screens until your favorites are completed.

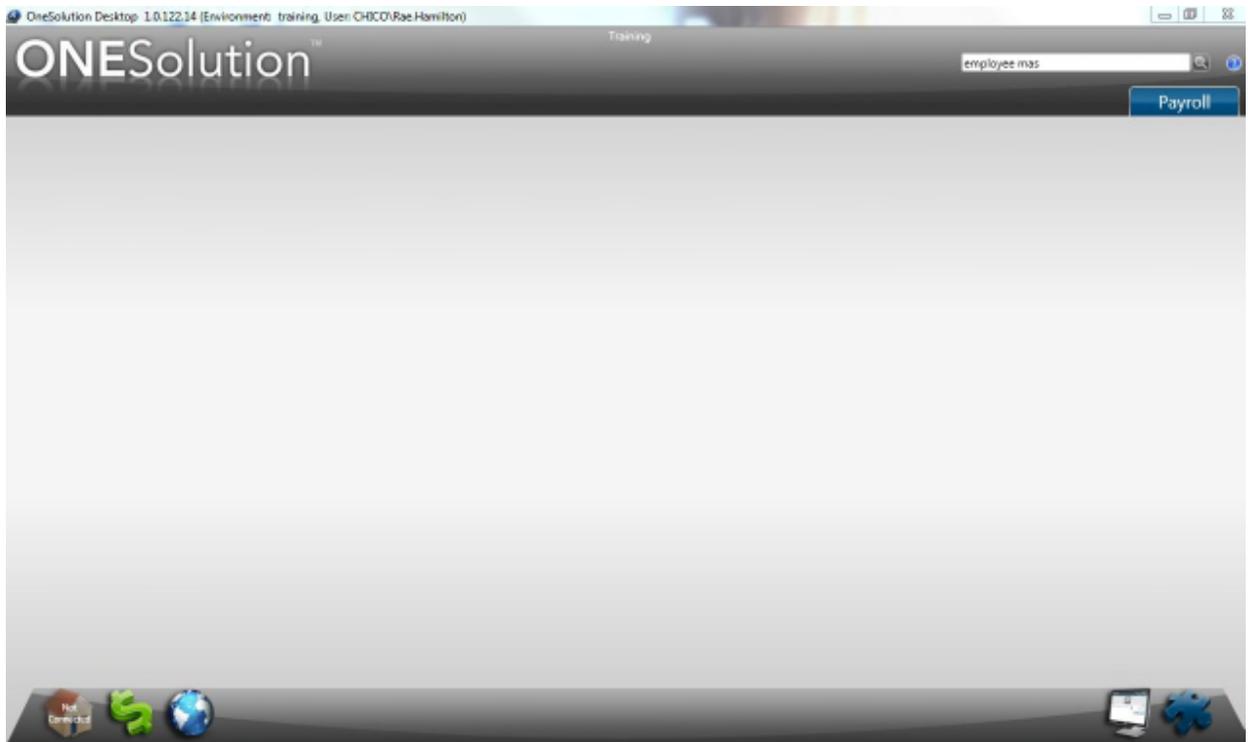
14. Select the disc icon to save your layout



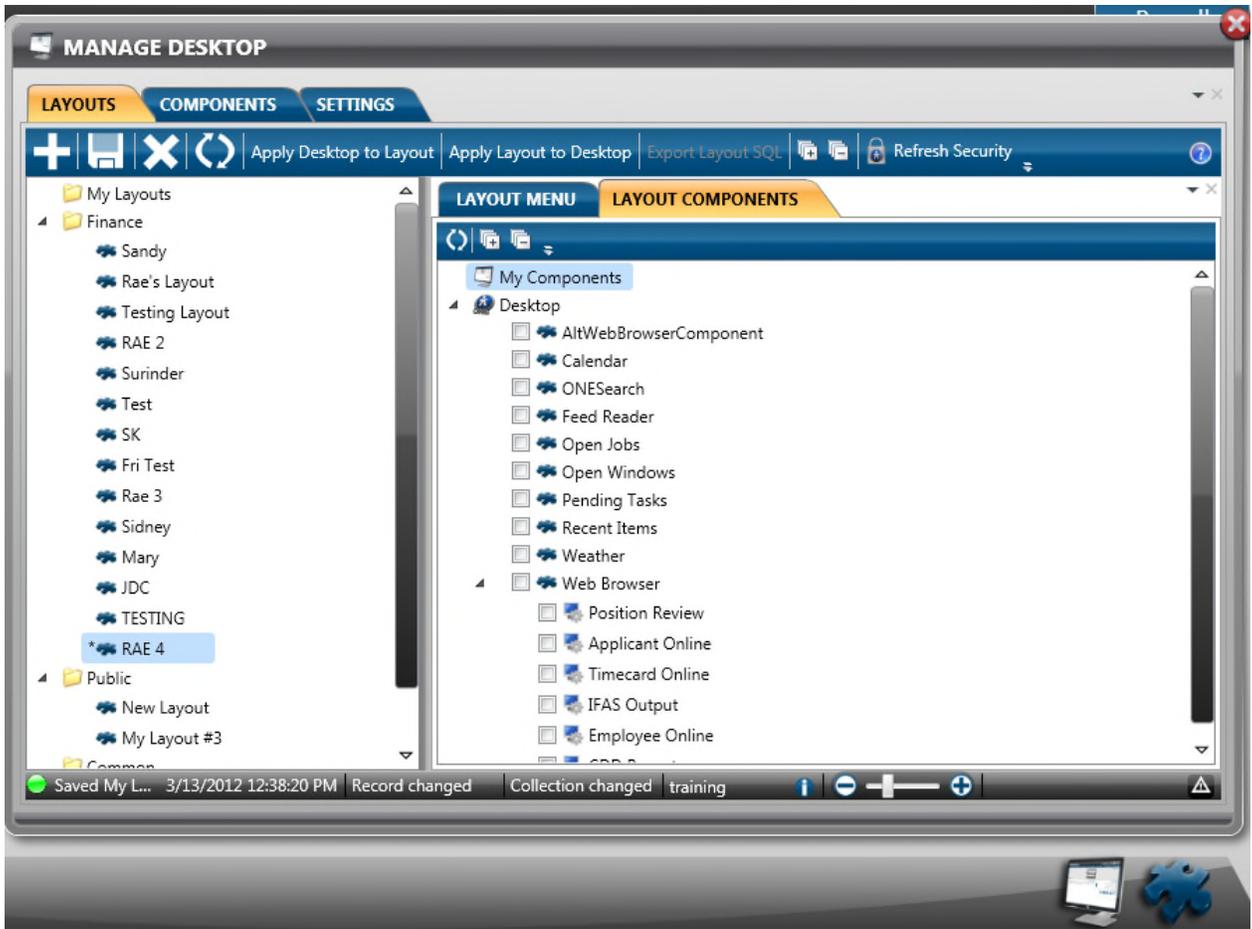
15. Re name your Tab to what you want to show on your desktop



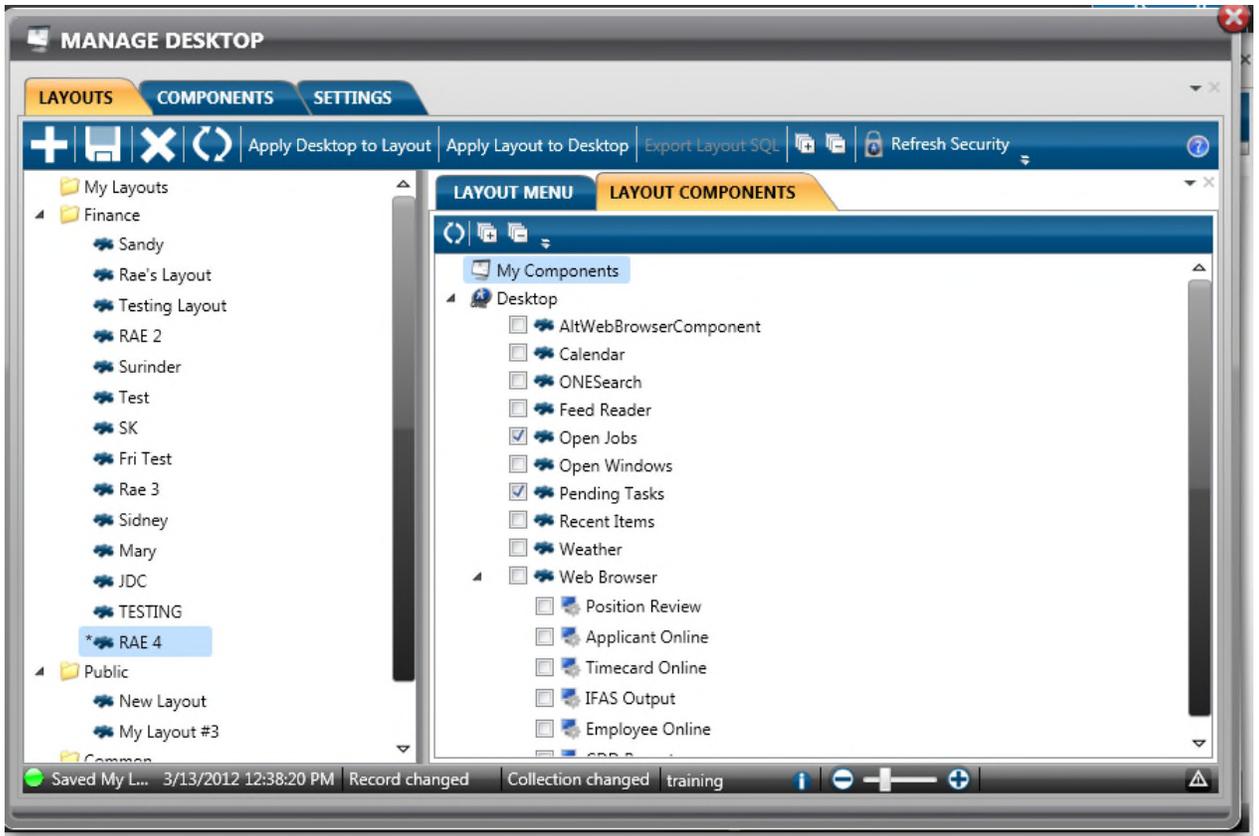
16. Select Apply Desktop to Layout to have your desktop with your new favorites.



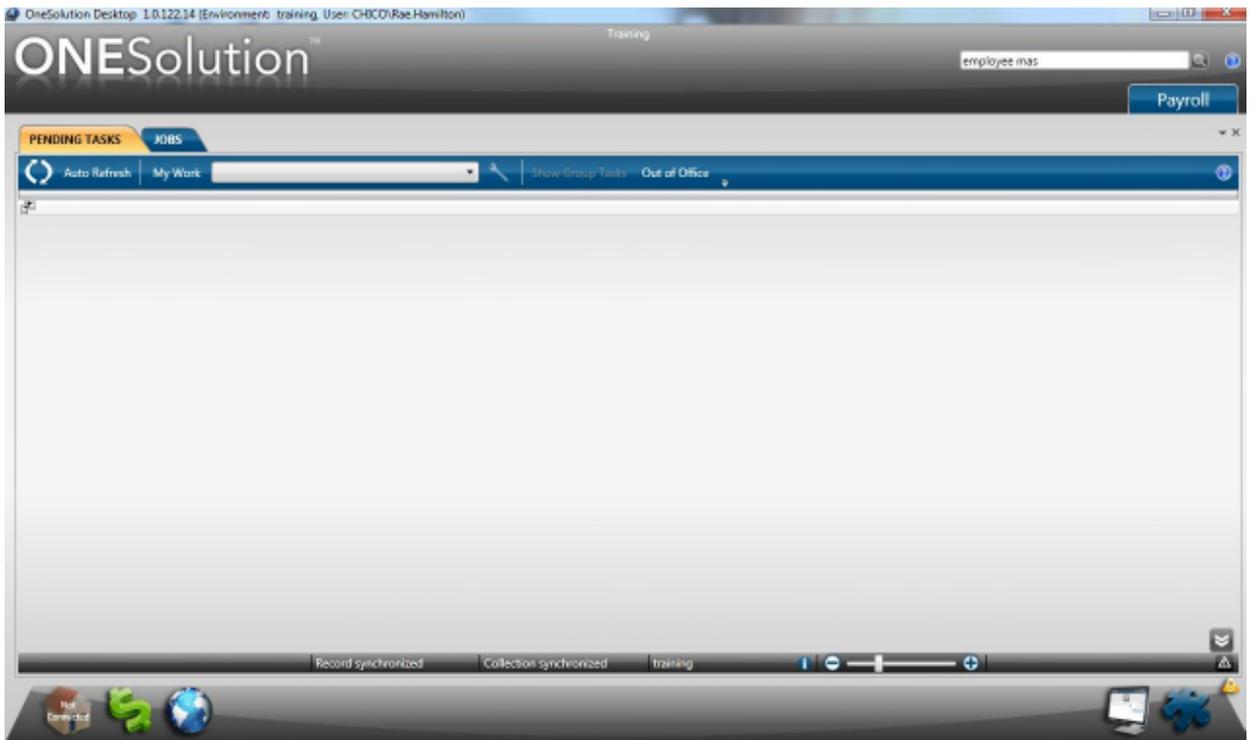
17. Now you will need to go back into ONESolution Desktop and add other components to your desktop such as the Recent Items.



18. Select the items you would like on your desktop



19. Select Apply Layout to Desktop and the Disc icon to save again



Section 3: Entering a New Hire

1. Access the Employee Master screen in one of three ways
 - Favorites Tab
 - Navigate through the menu items
 - Enter the mask name in the Menu Search Field

The screenshot displays the 'Employee Master' screen. The top navigation bar includes 'Home', 'Finance', and 'Employee Master'. Below the navigation bar is a toolbar with icons for 'Reselect', 'Search', 'Select All', 'Previous Page', 'Next Page', 'Add', 'Delete', 'Save', 'Copy', 'Paste', 'Undo', 'Record Info', 'Show Grid', 'Restore Layout', and 'Sorts'. The main form area contains the following fields:

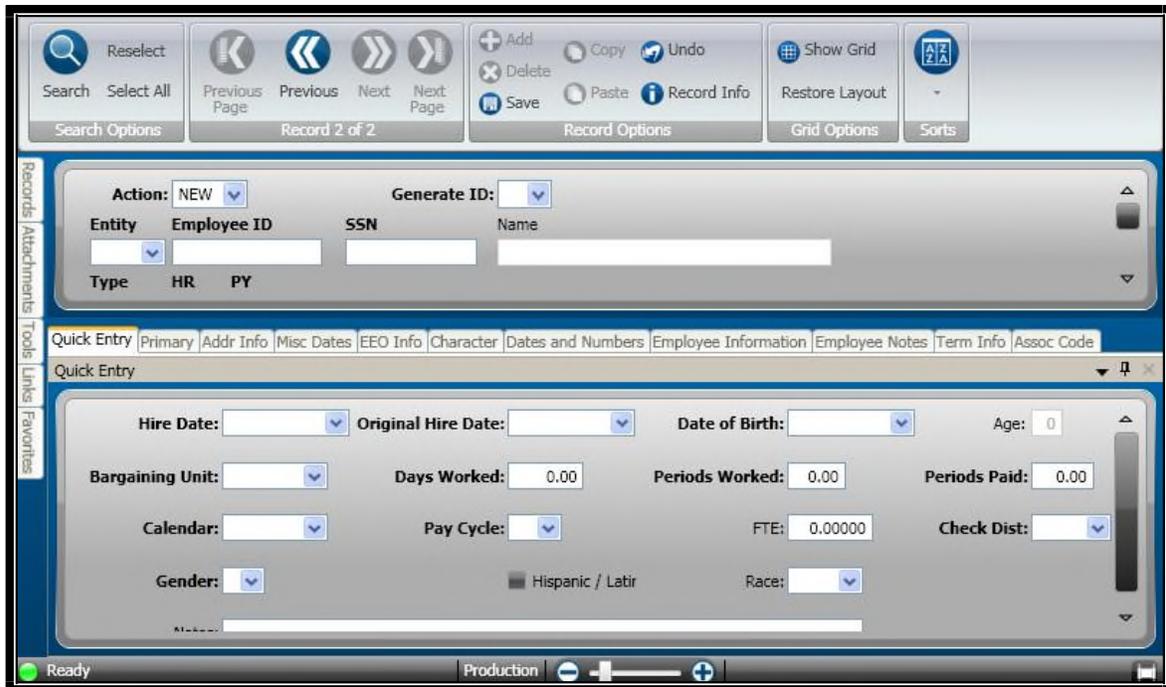
Action:	NEW	Generate ID:	M
Entity:	ROOT	Employee ID:	15555555555
SSN:	555-11-1212	Name:	HAMILTON, RAE ANN
Type:	HR PY		

Below the main form is a 'Quick Entry' section with the following fields:

Hire Date:	08/01/2010	Original Hire Date:	08/01/2010	Date of Birth:	01/11/1982	Age:	28
Bargaining Unit:	NA	Days Worked:	260.00	Periods Worked:	12.00	Periods Paid:	12.00
Calendar:	NORMAL	Pay Cycle:	02	FTE:	1.00000	Check Dist:	NA
Gender:	F	Hispanic / Latir:		Race:	C		

The status bar at the bottom shows 'Ready' and 'Production'.

2. Select the + Add icon in the Record Option section of the tool bar.



- Your screen is now blank and you are able to enter in the employee's information.
- All fields that are bold + FTE are required fields that must be entered before saying this record.

Action Code: This is the systems way of telling us how the data got onto this screen. When we are manually entering something, the action code will be NEW. This is a field that we do not adjust.

Generate ID: Tell the system how we would like to populate the employee's Employee ID field. For our Police Officers, we will set this to M and enter the ID from their paper work. By default, we will set this to A for all other employees and have the system auto generate the next available ID number.

Entity: Payroll = ROOT, Retirement = RETI

Employee ID: If a Police Officer, enter the ID from the employee's paper work.

Otherwise this field will be auto generated.

SSN: Employee's Social Security Number

Name: This field is an auto feed after we save the employee's record after we enter in their First, Last and Middle name below. This is a read only field.

Type: Type of employee as hired into a Full Time, Part Time or Temporary Position.

HR: This is an HR Status code. Enter in the employee as 00 for Active

PY: This is a PY Status code. This code must be set to A in order for the employee to receive a pay check as well as set to I when an employee is terminated.

Salutation: This is not a required field. Enter the employee's salutation if available.

Last Name: Employee's legal last name

First Name: Employee's legal first name

Middle: Employee's legal middle name or middle initial as it appears on their SSN card.

Suffix: Not required. Enter if applicable.

Form: Employee's former last name if applicable. If the employee changes names while employed, this field will be auto feed with what was in the last name field when the last name field is changed.

Preferred First: Not required. Enter the employee's preferred first name if applicable.

Requisition #: This is a number that is assigned to a posted job opening on Applicant Online (separate applicant module). When an employee is hired into that position, the number from the posting is tied to the employee.

Approval Code: If this is set to SEND, the employee's information is sent to payroll. If it is set to anything other than SEND, the record must be approved and set to SEND in order to get to payroll.

User ID: System generated by who last updated the record.

Updated: System generated by the time the record was last updated.

3. Select the Quick Entry tab and continue entering the employee's information.

The screenshot shows a software interface for entering employee information. The 'Quick Entry' tab is active. The form includes the following fields and values:

Field	Value
Hire Date	[Dropdown]
Original Hire Date	[Dropdown]
Date of Birth	[Dropdown]
Age	0
Bargaining Unit	[Dropdown]
Days Worked	0.00
Periods Worked	0.00
Periods Paid	0.00
Calendar	[Dropdown]
Pay Cycle	[Dropdown]
FTE	0.00000
Check Dist	[Dropdown]
Gender	[Dropdown]
Hispanic / Latir	<input type="checkbox"/>
Race	[Dropdown]

Hire Date: Employee's most recent date of hire

Original Hire Date: Employee's original hire date at the city.

Date of Birth: Employee's date of birth.

Age: System calculated based on today's date and the employee's date of birth.

Bargaining Unit:

Days Worked: 260 Days

Periods Worked: Bi - Weekly = 26 periods, Weekly = 52, Monthly = 12

Periods Paid: Bi - Weekly = 26 periods, Weekly = 52, Monthly = 12

Calendar: Employee's work schedule or hours created.

Pay Cycle: 01 - Bi Weekly, 02 - Monthly and 03 - Weekly

FTE: Required! Full Time Equivalent. Enter the employee's FTE they were hired as.

Full Time = 1.0, Part Time = .5, .8, etc

Check Dist: Fire Station for Fire Fighters, NA for all others

Gender: Employee's Gender

Hispanic or Latino? : Check if yes

Race: Select the employee's race

Notes: User defined notes field.

4. After entering in all information on the Quick Entry Tab, hit Enter to Save.
Verify that your record was accepted and now move onto the next tab.
5. Select the Primary Tab

Quick Entry | **Primary** | Addr Info | Misc Dates | EEO Info | Character | Dates and Numbers | Employee Information | Employee Notes | Term Info | Assoc Code

Primary

Bargaining Unit: NA | **Days Worked:** 260.00 | **Periods Worked:** 26.00 | **Periods Paid:** 26.00
Calendar: NORMAL | **Pay Cycle:** 01 | Salary Anniversary Month: 0 | Day Patch: [dropdown]
Location: 08 | FTE: 1.00000 | Benefit FTE: 1.00000 | NCLB Credentia | Credential Hold | FLSA
Check Dist: NA
Department: 08
Division: 0815

PCN	Position
[input]	[input]
PCN FTE	Annual
[input]	Period
[input]	Daily
[input]	Hourly

- Notice that all fields that are bold are now already entered from the information entered on the quick entry tab.
6. Enter the employee's location, department and division.
 7. The lighter gray box with the PCN information is a read only section that is filed in after we assign the employee to a position.
 8. Select the Addr Info Tab

The screenshot shows a software interface with several tabs at the top: Quick Entry, Primary, Addr Info (selected), Misc Dates, EEO Info, Character, Dates and Numbers, Employee Information, Employee Notes, Term Info, and Assoc Code. The 'Addr Info' tab is active, displaying a form with the following fields:

- Public/Private: [Dropdown menu]
- Address: 890 FORTRESS
- City: CHICO [Dropdown menu]
- County: [Dropdown menu]
- State: CA [Dropdown menu]
- Country: USA [Dropdown menu]
- Zip: 95973 - [Text field]
- Phone 1: [Dropdown menu] [Text field]
- Phone 2: [Dropdown menu] [Text field]
- E-Mail: [Text field]

Public/ Private: If used, this can be used as a filter when running employee directories.

Address: Enter the employee’s address. When finished, tab and it will take you to the ZIP field.

City: This field is auto feed based off of the zip code entered.

State: This field is auto feed based off of the zip code entered.

Country: This field is auto feed based off of the zip code entered.

Zip: Enter the employee’s zip code and the city, state and country will be filled in.

Phone 1: Select the type of phone number and enter the employee’s phone number

Phone 2: Select the type of phone number and enter the employee’s phone number

E-Mail: Enter the employee’s work e-mail address.

9. Select the Misc Dates tab

Quick Entry Primary Addr Info **Misc Dates** EEO Info Character Dates and Numbers Employee Information Employee Notes Term Info Assoc Code

Misc Dates

Hire Date: 01/01/2001 Original Hire Date: 01/01/2001 Date of Birth: 12/27/1982 Age: 27

Dist Sen: Pos/PCN Sen: Longevity: Deferred Pay: N

Lump Sum: N Last Paid: Last Worked: Df: 39 Month Exp:

Deferred Pay Option: End Old Assignments: Begin New Assignments:

Ready Production

Dist Sen: Enter the employee's Total Service Date

Pos/ PCN Sen: Enter the employee's Years of Service Date

Longevity: Enter the employee's Merit Date

10. Select the EEO Info Tab

11. Select Employee Notes if applicable and add necessary notes. Otherwise hit ENTER on your keyboard to save the employee's record.

12. Select Links from your side tool bar

Links

Link Description
Education and Skills
Tracking
Performance
Personal Information
Benefit Assignments
CDH Assignments
Mandatory Assignments
Pay Assignments
Pay Related Contributions
Quick Pay Assignments
PY Pay Assignments
Teacher Master Schedule

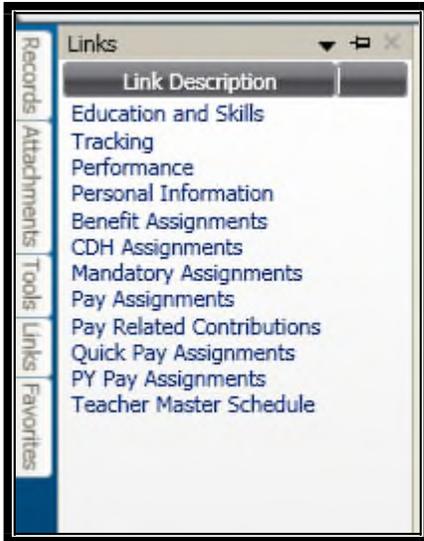
Records Attachments Tools Links Favorites

13. Select Mandatory Assignments – Taxes

Entity	Employee ID	SSN	Name	Type	HR	PY
ROOT	15535552	155-44-1122	THOMAS, TORREY T	F	00	A

Assignments	
Action:	NEW
Notes:	
<div style="display: flex; justify-content: space-between;"> Primary Taxes Other Federal Taxes Other State Taxes </div>	
FIT	CDH: 2021 Fq: A Bc: Filing: M Allowances: 1 Co03: Co04:
	Vendor: Reg Amt: 0.00 Beg/End Dt: 01/01/2001 12/31/2050
	St: A Addl Amt: 0.00 Addl Beg/End Dt:
EIC	CDH: 2020 Fq: A Bc: EIC Cd: N Beg/End Dt: 12/31/2050
	A Co03:
SIT	CDH: 2024 Fq: A Bc: Filing Status: M Allowances: 1 Co03: Co04:
	Vendor: Reg Amt: 0.00 Beg/End Dt: 01/01/2001 12/31/2050
	State: AL St: A Addl Amt: 0.00 Addl Beg/End Dt:
Approval:	SEND
Updated By:	ITCONF
Updated:	8/11/2010 11:19 AM

14. Change the employee's FIT (Federal) Filing Status to the appropriate status
15. Enter the employee's number of allowances
16. If the employee has an additional amount to be withheld, enter it in the ADDL AMT field
17. If the employee has an additional amount, enter the dates for that additional amount to be withheld in the ADDL Beg/End Dt: field
18. Change the employee's SIT (State) Filing Status to the appropriate status
19. Enter the employee's number of allowances
20. If the employee has an additional amount to be withheld, enter it in the ADDL AMT field.
21. If the employee has an additional amount, enter the dates for that additional amount to be withheld in the ADDL Beg/ End Dt: field.
22. Hit Enter on your keyboard to save the record.
23. Select Links



24. Select CDH Assignments – Garnishments, misc deductions, and direct deposits are all entered on this screen.

25. Choose whether you are entering a deduction or an additional pay. A deduction will be a CDH type of Deduction, an additional pay will have a CDH type of Contribution.

26. Enter a begin date for the effective date of this entry.
27. Select the CDH number. Click in this field, select the look up and search for your deduction.
28. Enter the amount in the amount field
29. Enter the limit if applicable
30. If there is a limit, enter the LXP or the time frame in which the employee has to reach that limit.
31. Hit enter to save your record.
32. To enter a new record, select the + Add button on the lower half on your screen and repeat steps 25 through 31.
33. Select the Direct Deposit Tab

The screenshot displays a software window with a header section containing fields for Entity (ROOT), Employee ID (15035032), SSN (133-44-1122), Name (THOMAS, TORREY T), Type (F), HR (00), and PV (A). Below the header, there are tabs for Miscellaneous, Direct Deposit (selected), Tax Sheltered Annuities, and Bonds. The Direct Deposit section includes an Action dropdown (TRMU), Begin/End Dates (01/01/2010 to 12/01/2010), CDH (2900), Direct Deposit 01, Status (A), Fq (A), and Box (00). The main form area contains fields for Amount (200.00), Limit (0.00), Bank ID (CO), Account # (2635456543445), and a checkbox for Test EFT. There are also fields for XTD Year (2010), CTD (0), FTD (0), and PTD (0). The bottom of the window shows an Approval dropdown (SEND), User ID (EPCONF), and an Updated timestamp (8/11/2010 3:21 PM).

34. Enter the begin date for the direct deposit

35. Select Look Up in the CDH field to select your direct deposit deduction code.

Flat amounts for Comala should have a deduction number that are less than that of the NET deduction.

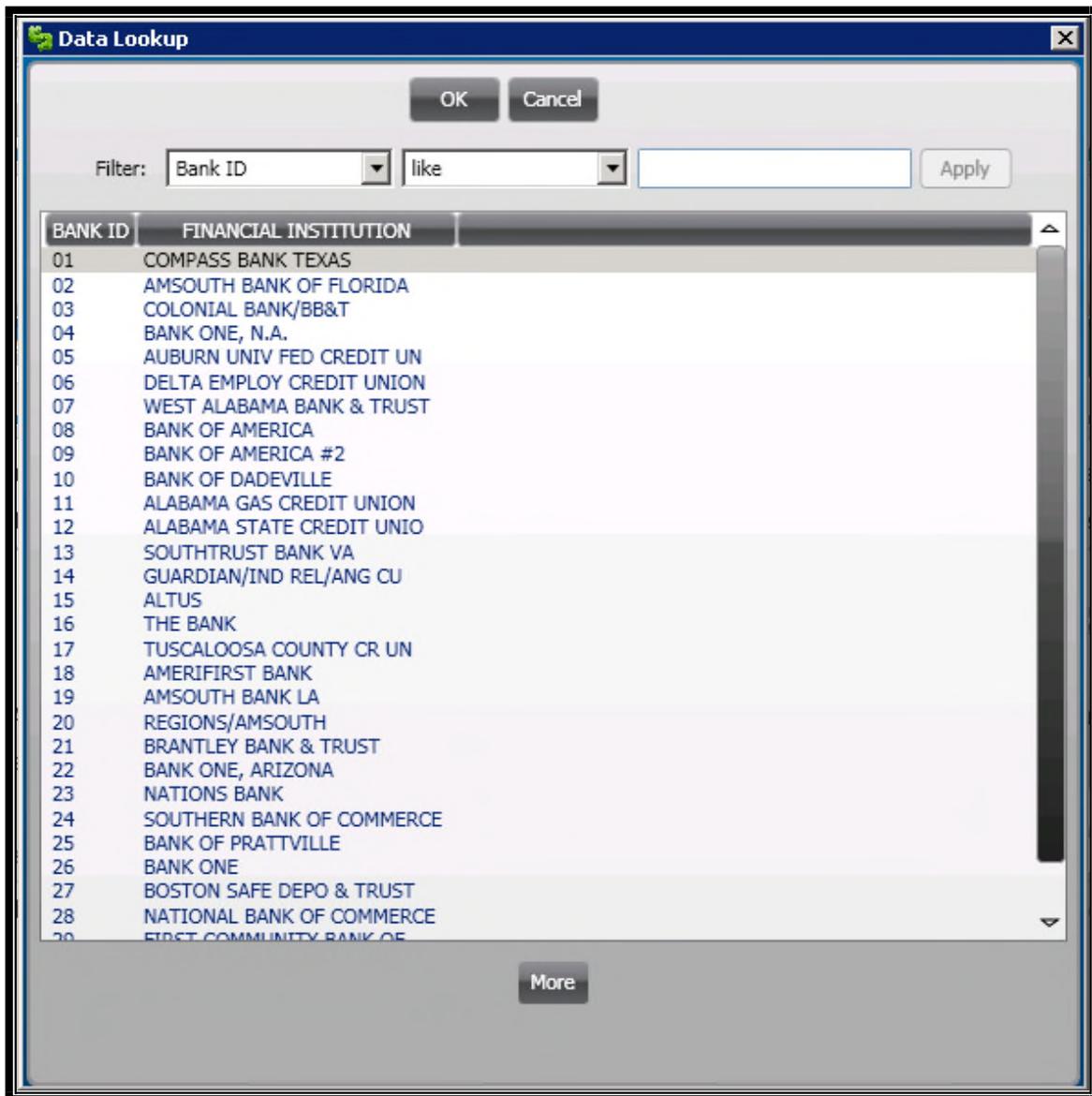
36. Enter the amount in the amount field if it's for Comala, if it's net, leave this blank.

37. Select the Look Up in Bank ID and choose the correct bank.



- You may switch your filter from BANK ID to Financial Institution and search for the bank's name.





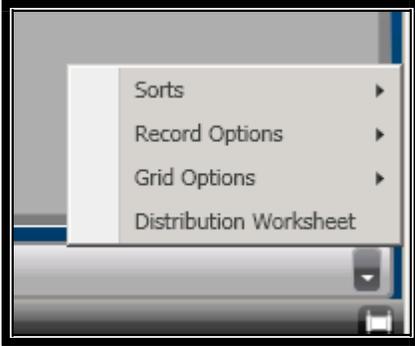
- 38. Enter the employee's account number.
- 39. Mark whether this is checking or savings
- 40. Mark as Test EFT to pre note this direct deposit.
- 41. Hit Enter on your key board to save the record.
- 42. Select the + at the bottom of the screen to add another direct deposit and repeat steps 34 through 41.

43. Close this screen when finished and go back to your Employee Master record. From here, select LINKS and select Quick Pay Assignments.

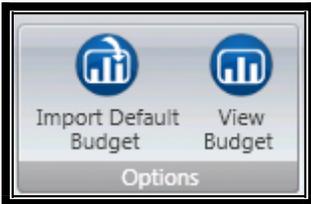
44. As of Date defaults to today's date
45. Select Rec Tp of PM (Record Type, all employee's must have a PM – Primary Assignment)
46. Select the appropriate reason code for this new assignment.
47. Select the correct pay class based on the employee's position. A pay class has all of the hours an employee can take as well as the accruals the employee can earn.
48. Put your cursor in the PCN field and select the Look Up button in the Text Editor box on the tool bar.



49. Select the employee's PCN and Position. PCN = Position Control Number
50. Enter the employee's pay effective dates. When does this employee start on your payroll and end date it 12/31/2050 (ONESolution's open ended date).
51. Verify that the ST (status) is always O
52. Select A for Always for the frequency.
53. On the Position Tab, enter the Period Tp: as B for bi weekly, M for monthly, W for weekly based on the employee's position.
54. Enter the Employee's PCN FTE. (Full Time Equivalent)
55. Reg Rate will be H for all employee's
56. Put your cursor in the INDEX field and select the Lookup option in the Text Editor.
57. Select the correct Index key by double clicking or selecting Apply
 - Retirement will have one INDEX key with zero dollar amounts assigned to it.
58. Check the Override Hrs/ Days/ Periods
59. Verify that the hours and days are correct and override the periods to always be 26 if bi weekly, 12 if monthly and 52 if weekly.
60. For Retirement Only: Select Y on override salary drop down
61. For Retirement Only: Enter the per period amount in the per period field
62. For Retirement Only: Select the Re calc by per period amount
63. Select the Distribution Tab
64. Select Distribution Worksheet

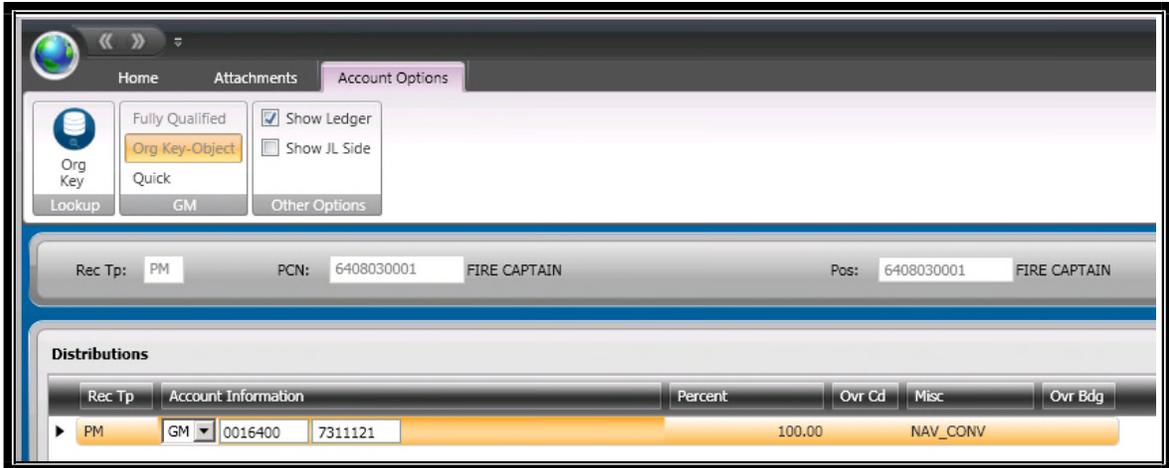


65. To default the budget from the PCN set up, if using, select Import Default Budget



66. Otherwise, select Rec Tp of PM

67. Place your cursor in the account information first number box and Select Org Key



68. Select the correct Key

Data Lookup

OK Cancel Add

Filter: KEY like

Status: Active

FUND: NAV FUND:

DEPT: ACTIVITY:

DIVISION: N/A:

PROJECT: N/A:

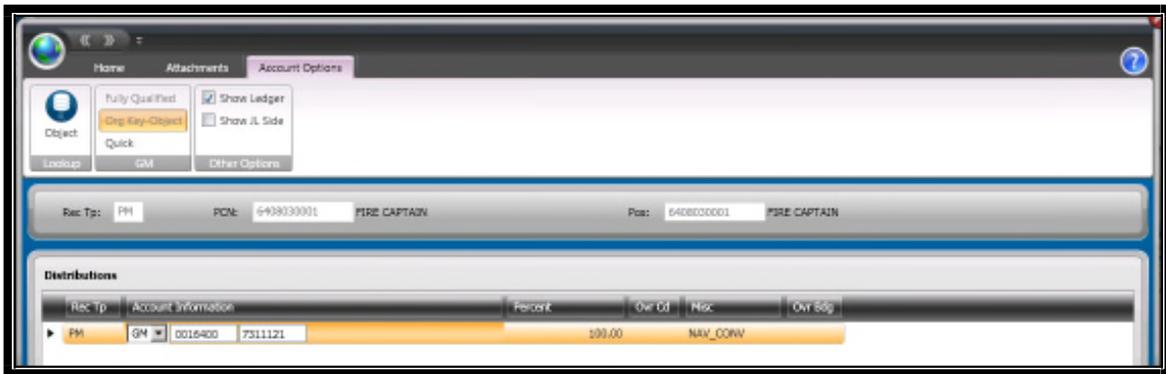
Apply

KEY	Report Format	Long Description	Ledger/KEY	Status	FUND	DEPT	D
0010000	001-0000	PROJECT	GM	A	001	00	00
0010100	001-0100	COUNCIL, COUNCIL	GM	A	001	01	01
0010200	001-0200	MAYOR AND CABINET, MAYOR AND C	GM	A	001	02	02
0010210	001-0210	MAYOR AND CABINET, OLD ALABAMA	GM	A	001	02	02
0010400	001-0400	FINANCE DEPT, FINANCE	GM	A	001	04	04
0010405	001-0405	FINANCE DEPT, ADMINISTRATION	GM	A	001	04	04
0010410	001-0410	FINANCE DEPT, ACCOUNTING	GM	A	001	04	04
0010415	001-0415	FINANCE DEPT, LICENSE & REVENUE	GM	A	001	04	04
0010420	001-0420	FINANCE DEPT, PURCHASING DIV	GM	A	001	04	04
0010425	001-0425	FINANCE DEPT, PAYROLL	GM	A	001	04	04
0010430	001-0430	FINANCE DEPT, RISK MANAGEMENT	GM	A	001	04	04
0010435	001-0435	FINANCE DEPT, FINANCIAL MANAGE	GM	A	001	04	04
0010800	001-0800	INFORMATION TECHNOLOGY, INFORM	GM	A	001	08	08
0010805	001-0805	INFORMATION TECHNOLOGY, ADMINI	GM	A	001	08	08
0010810	001-0810	INFORMATION TECHNOLOGY, IT INF	GM	A	001	08	08
0010815	001-0815	INFORMATION TECHNOLOGY, ORGANI	GM	A	001	08	08
0012200	001-2200	DWTN/RIVERFRONT REDVLP, DWTN/R	GM	A	001	22	22
0012600	001-2600	CITY CLERK, CITY CLERK	GM	A	001	26	26

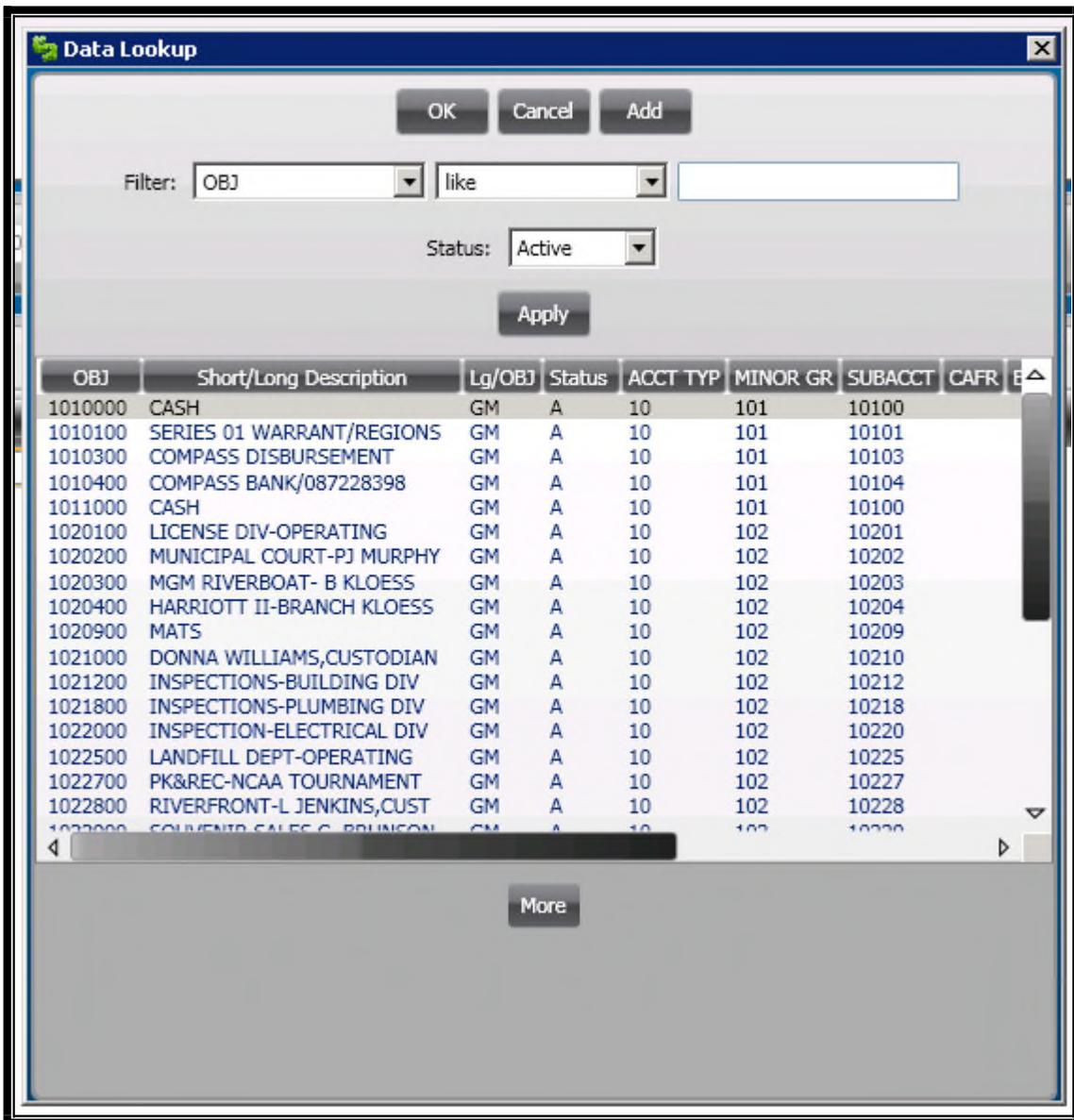
More

69. Select Apply

70. Place your cursor in the second number line and select Object



71. Select the correct Object and hit Apply



72. Enter the percentage of this employee's pay that is to be charged here.

The screenshot shows a table titled "Distributions" with the following columns: Rec Tp, Account Information, Percent, Ovr Cd, Misc, and Ovr Bdg. A single row is displayed with the following values: Rec Tp: PM, Account Information: GM 0016400 7311121, Percent: 100.00, Ovr Cd: NAV_CONV, Misc: (blank), and Ovr Bdg: (blank).

Rec Tp	Account Information	Percent	Ovr Cd	Misc	Ovr Bdg
PM	GM 0016400 7311121	100.00	NAV_CONV		

73. If the employee is split funded, select the Add at the top of the screen and repeat steps

The screenshot shows the software application interface. At the top, there are navigation buttons: Previous, Next, Add, Delete, Undo, Save, Restore Layout, Import Default Budget, and View Budget. Below the navigation buttons, there is a record information bar with the following data: Rec Tp: PM, PCN: 6408030001, FIRE CAPTAIN, Pos: 6408030001, FIRE CAPTAIN. Below the record information bar, there is a table titled "Distributions" with the following columns: Rec Tp, Account Information, Percent, Ovr Cd, Misc, and Ovr Bdg. A single row is displayed with the following values: Rec Tp: PM, Account Information: GM 0016400-7311121, Percent: 100.00, Ovr Cd: NAV_CONV, Misc: (blank), and Ovr Bdg: (blank). At the bottom right of the table, there is a summary: Total: 100, Remaining: 0.

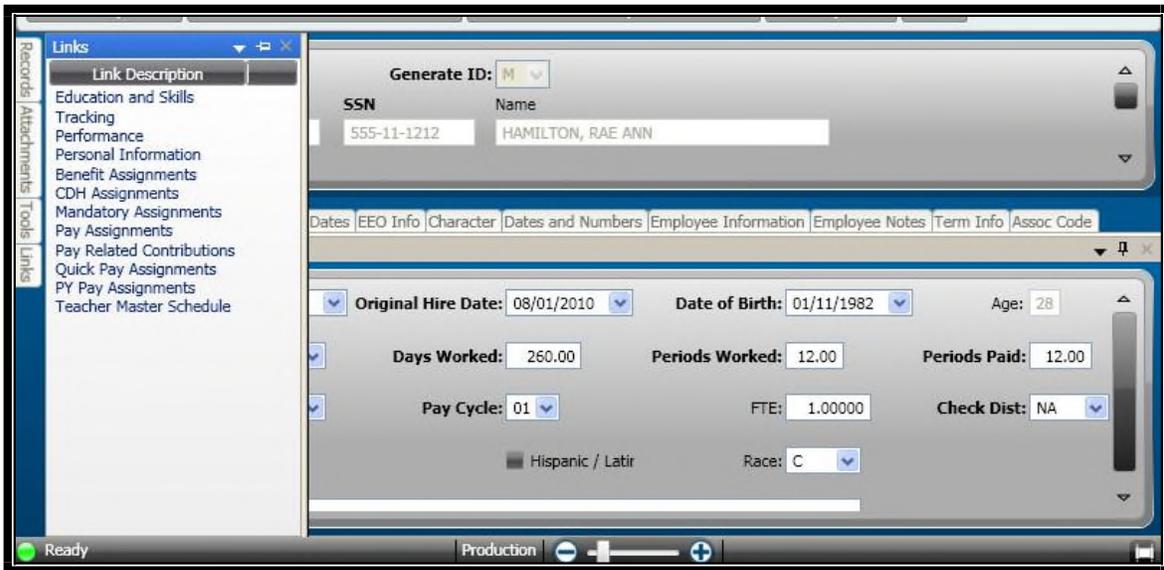
Rec Tp	Account Information	Percent	Ovr Cd	Misc	Ovr Bdg
PM	GM 0016400-7311121	100.00	NAV_CONV		

Total: 100
Remaining: 0

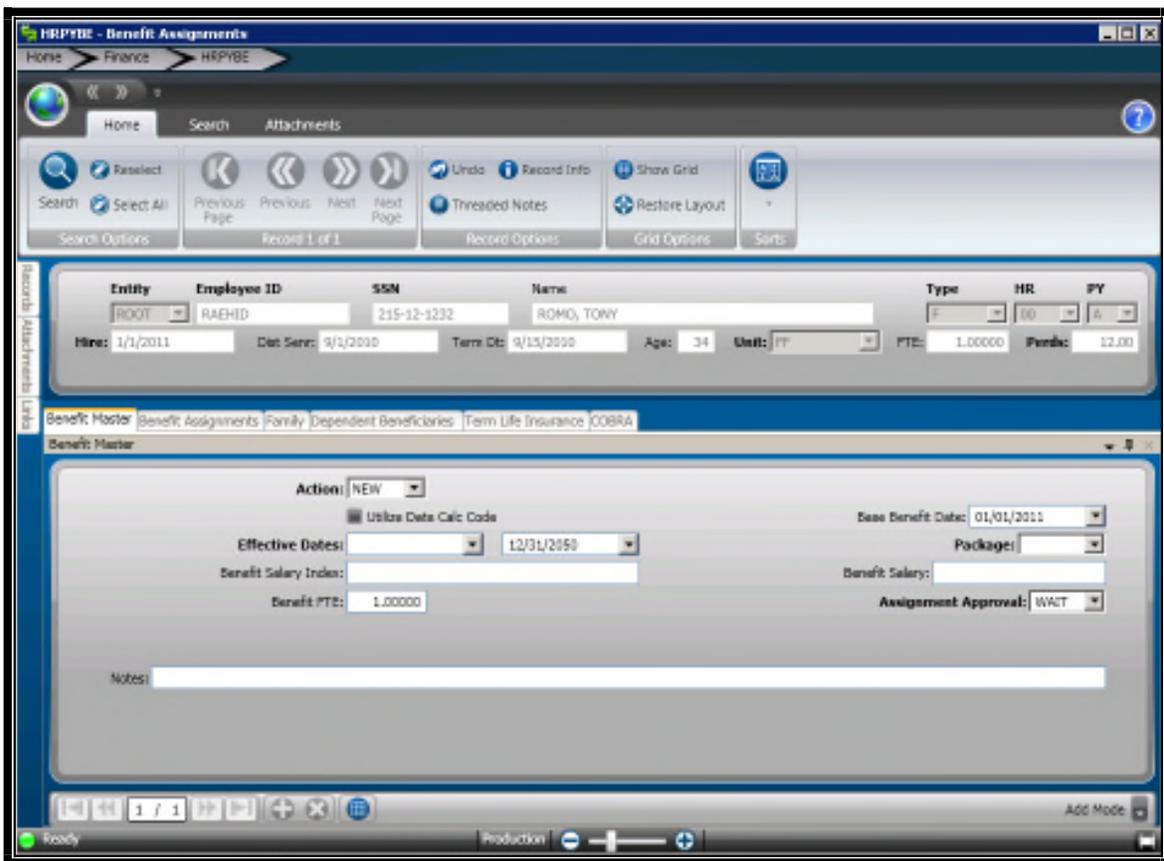
74. Hit Enter to Save your record.

75. Hit Enter once finished to save the entire record

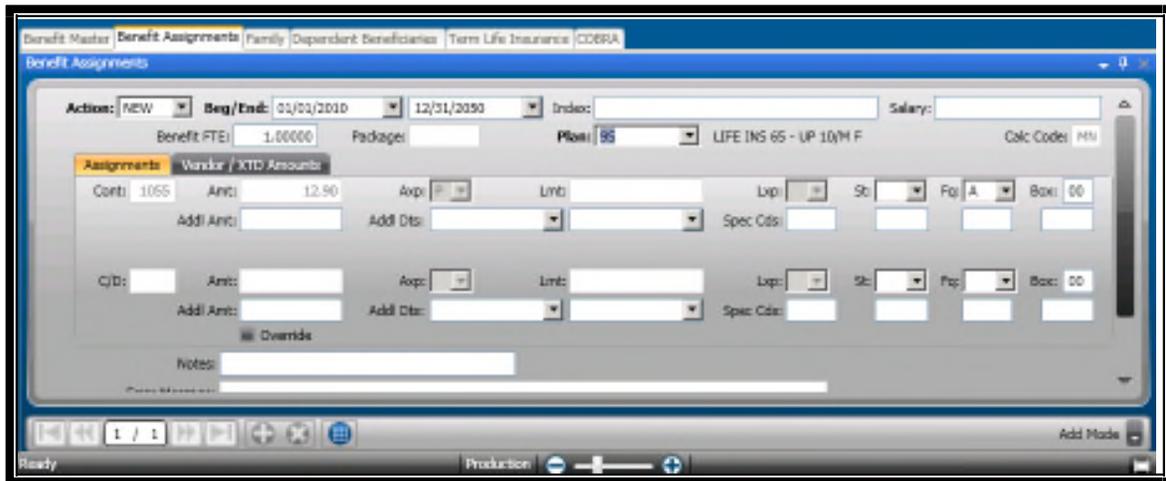
76. Close this screen so you are no back on your Employee Master.



77. Select the Benefit Assignments link to assign your employee benefit plans. A benefit plan will now have the employer and the employee portions tied together and assigned as one plan.



78. Once in the Benefit Assignments screen, select the benefit assignments tab.



79. Enter a plan effective date

80. From the Plan field, select the drop down and select the correct benefit plan.

Once this plan is selected, you will see the contribution (City paid) amount in the top section and the employee deduction on the second portion of the screen. These amounts are already defined on the plan (HRTBBE- Benefit Definitions.)

81. Hit Enter on your keyboard to save

82. Repeat 65 through 67 until all plans have been entered.

Section 4: Changing an Employee's Pay Assignment

1. Access HRPYQP – Quick Pay Assignments from either your favorites, or your Employee Master and Links.
 - An employee's pay assignment should always be end dated and new one should be started when data needs to be adjusted. This will give you the employee's history with the reasons for each change.
2. End date the employee's assignment.

Entity: ROOT Employee ID: RAEHID2 SSN: 214-45-4545 Name: AUSTIN, MILES Type: F HR: 00 PY: A

Pay Assignments

Action: NEW As of Dt: 08/12/2010 Rec Tp: PM Reason: 01 CONVERSION Assign St: [dropdown]

Pay Class: 999 PCN: 080001010 CLERK I Pos: 080001010 CLERK I

FY: 2010-11 Pay Dts: 07/01/2010 08/15/2010 St: O Fq: A Bx: [checkbox]

Position Distribution Misc Special

Period Tp: B Pro-Rate Salary PCN FTE: 1.00000 Total FTE: 1.00000 PCN Effort: 1.00000

Reg Rate: H Index Key: REGH/887/4

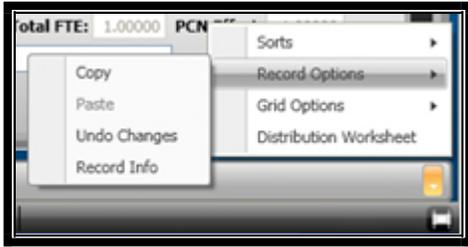
Override Salary: Y Hours/Day: 8.00000 Days/Year: 260.00 Periods: 26.00

Re-Calc: P Ovr Hours/Days/Perds

3. Next select the options error in the lower right hand corner



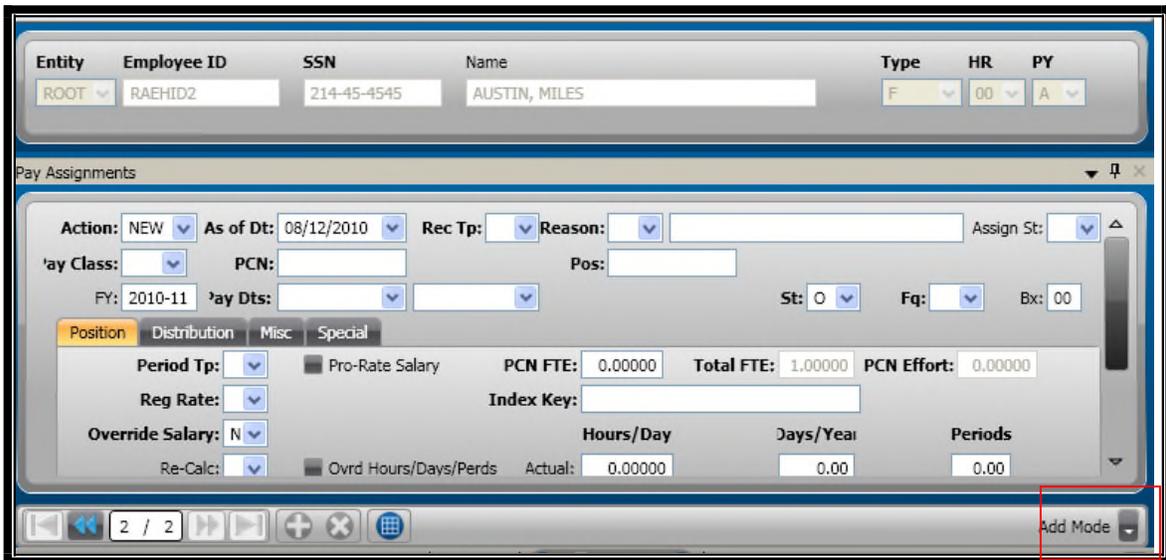
4. Select Record Options



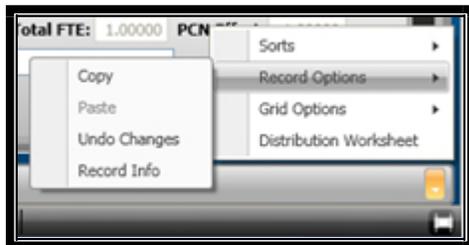
5. Select Copy
6. Select the + at the lower half of the screen



7. Select the Options on the blank screen



8. Select Record Options and Paste



9. Change the reason code to the reason for the change

10. Change the employee's necessary information

- Position if position change
- Pay Class if necessary

11. Change the pay dates to the new effective dates of this change

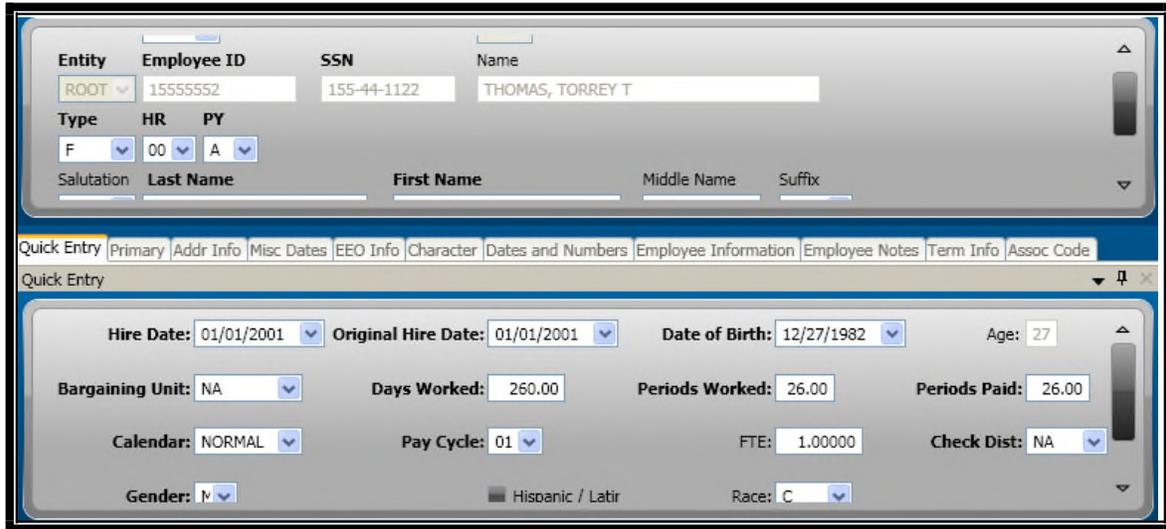
12. Change the rest of the employee's information if applicable

- Index Key
- Funding

13. Hit Enter on your keyboard to save your record.

Section 5: Terminating an Employee

1. Access your Employee Master screen
2. Search for your employee that you are about to terminate



The screenshot displays the Employee Master screen for employee THOMAS, TORREY T. The top section shows the following fields: Entity (ROOT), Employee ID (15555552), SSN (155-44-1122), and Name (THOMAS, TORREY T). Below this, there are dropdown menus for Type (F), HR (00), and PY (A). The bottom section of the form includes fields for Hire Date (01/01/2001), Original Hire Date (01/01/2001), Date of Birth (12/27/1982), Age (27), Bargaining Unit (NA), Days Worked (260.00), Periods Worked (26.00), Periods Paid (26.00), Calendar (NORMAL), Pay Cycle (01), FTE (1.00000), Check Dist (NA), Gender (M), and Race (C). The screen also features a navigation bar with tabs for Quick Entry, Primary, Addr Info, Misc Dates, EEO Info, Character, Dates and Numbers, Employee Information, Employee Notes, Term Info, and Assoc Code.

3. Select the Term Info tab
4. Enter in the termination date as the date that you would like all assignments to be end dated
5. If any of the screens need to have an end date that is different than that of the termination date, adjust those now.
6. Select the appropriate termination reason
7. Enter the employee's last physical day worked
8. Enter in the employee's last pay check date

9. Hit Enter to update all of the screens with the termination dates
10. Change the employee's HR status to 01- Inactive
11. Change the employee's PY status to I – Inactive after their last check has been generated.

12. Hit Enter to accept
13. Check the Assoc Code tab on the employee master to verify that the termination information is now there.

Associated Code	Associated Description
TERMINFO1	RSRESIGNATION12/1/2010

Section 6: Changing an Employee's Tax Assignment

1. Access the Mandatory Assignments screen through; the employee master record, your favorites tab or the menu items.

The screenshot shows the 'Mandatory Assignments' screen for an employee. At the top, there is a header with fields for Entity (ROOT), Employee ID (BAFHID), SSN (715-12-1732), Name (ROMO, TOMY), Type (F), HR (00), and PY (A). Below this is the 'Assignments' section with an 'Action' dropdown set to 'NEW' and a 'Notes' field. There are three tabs: 'Primary Taxes', 'Other Federal Taxes', and 'Other State Taxes'. The 'Primary Taxes' tab is active, showing three rows of tax assignments:

Tax Type	CDH	Fq	Bx	Filing	Allowances	Cd03	Cd04	Beg/End Dt	Addl Beg/End Dt
FIT	2021	A		S	0			08/01/2010 - 12/31/2050	
EIC	2020		00	N					12/31/2050
SIT	2024	A		E	0				12/31/2050

2. End date the Federal or State deductions.

This screenshot is identical to the previous one, but with red boxes highlighting the 'Cd04' dropdown menus for the FIT and SIT rows. In the FIT row, the 'Cd04' dropdown is set to '09/01/2010'. In the SIT row, the 'Cd04' dropdown is also set to '09/01/2010'. The 'Beg/End Dt' for FIT is now '08/01/2010 - 09/01/2010'.

3. Hit Enter to save the records
4. On the same records, change the begin date to the new begin date

Assignments

Action: NEW Notes:

Primary Taxes Other Federal Taxes Other State Taxes

FIT CDH: 2021 Fq: A Bx: Filing: S Allowances: 0 Cd3: Cd4: Beg/End Dt: 09/02/2010 12/31/2050

Vendor: Reg Amt: 0.00 Addl Amt: 0.00 Addl Beg/End Dt:

Str: A

EIC CDH: 2020 Fq: A Bx: 00 EIC Cd: N Beg/End Dt: 12/31/2050

A Cd3:

SIT CDH: 2024 Fq: A Bx: Filing Status: E Allowances: 0 Cd3: Cd4: Beg/End Dt: 09/02/2010 12/31/2050

State: AL Vendor: Reg Amt: 0.00 Addl Amt: 0.00 Addl Beg/End Dt:

Str: A

5. Hit enter to save the record.

- This process will store history in PYUPED (Payroll Side), there will be two records one with the date range 08/01/2010 to 09/01/2010 and the other 09/02/2010 to 12/31/2050.

Record 1 example:

PYUPED - Employee Ded Assignment

Home Finance PYUPEDH

Home Search

Refresh Select All Previous Page Previous Next Next Page Undo Record Info Threaded Notes Search Options Record Options Sorts

Records

Employee ID	Name
RAEHID	ROMO, TONY

Employee ID: RAEHD Name: ROMO, TONY Type: P Cycle: 01
SSN: 215121232 Entity: RDOT Status: A

Contributions Deductions Hours

Deductions

Deduction	Status	Freq	Amount	Addive Amount	Limit Amount	Code	Description	Bbox	Special Codes	Begin/End Dates	Addive Begin/End Dates	Short Mac Field	Vendor ID	Tracking #
2024	A	A				TAXC-ST	STATE WITHHOLDING TAX		E D	09/02/2010	09/15/2010			

Ready Production

Record 2:

The screenshot displays a software interface with a sidebar on the left containing a tree view with 'Records' and 'Attachments' folders. The main area is divided into several sections:

- Employee Information:** Employee ID: RAEHID, Name: ROMO, TONY, SSN: 215121232, Type: P, Cycle: 01, Entity: ROOT, Status: A.
- Navigation Tabs:** Contributions, Deductions (selected), Hours.
- Deductions Section:**
 - Deduction: 2024
 - Status: A, Freq: A
 - Code: TAWC-ST, Description: STATE WITHHOLDING TAX
 - Amount: [empty], Addive Amount: [empty], Limit Amount: [empty]
 - Begin/End Dates: 08/01/2010 to 09/01/2010
 - Special Codes: E, D
 - Other fields: Bacc, Anpl: P, Laps, Short Mac Field, Vendor ID, Tracking #.

At the bottom, there is a navigation bar with icons for back, forward, search, and other controls.

Section 7: Changing a Deduction Assignment

1. Access the employee's CDH assignment screen
2. Navigate to the deduction you need to update

Entity Employee ID SSN Name Type HR PY
ROOT RA8H003 234-45-4545 ALUSTIN, MOLES F RD A

Miscellaneous Direct Deposit Tax Sheltered Annuities Bonds
Miscellaneous

Action: NEW CDH Type: CONT Assign Contribution (Use 1000) Begin/End Dates: 07/01/2010 12/31/2010
CDH: 3019 MEDIC INCENTIVE PAY Status: A Fq: A Box: 00

Amount: _____ App: P
Limit: _____ Lip: _____
Add Amount: _____ Add Begin/End Dates: _____
Vendor: _____ Tracking #: _____
Special Codes: _____
XTD Year: 2010 CTD: _____ PTD: _____ PTD: _____
Notes: _____
Approval: SEND User ID: ITCOMP Updated: 8/12/2010 10:33 AM

3. If my employee is going to increase his deduction as of 08/15/2010. I will end date this record as of 8/14/2010 and hit enter. This will cause one record to go to payroll with a time frame of 07/01/2010-08/14/2010 with a deduction of \$10.00

Miscellaneous Direct Deposit Tax Sheltered Annuities Bonds
Miscellaneous

Action: NEW CDH Type: CONT Assign Contribution (Use 1000) Begin/End Dates: 07/01/2010 8/14/2010
CDH: 3019 MEDIC INCENTIVE PAY Status: A Fq: A Box: 00

Amount: _____ App: P
Limit: _____ Lip: _____
Add Amount: _____ Add Begin/End Dates: _____
Vendor: _____ Tracking #: _____
Special Codes: _____
XTD Year: 2010 CTD: _____ PTD: _____ PTD: _____
Notes: _____
Approval: SEND User ID: SPS Updated: 8/10/2010 5:14 PM

4. I will now over ride this assignment's dates with the new effective dates.

08/15/2010 – 12/31/2050

The screenshot shows a software window titled "Miscellaneous" with tabs for "Direct Deposit", "Tax Sheltered Annuities", and "Bonds". The main form is for editing a contribution assignment. Key fields include: "Action" set to "NEW", "CDH Type" set to "CONT", "Assign Contribution (use 1XXX)", "Begin/End Dates" set to "07/02/2010" and "12/31/2050", "CDH" set to "1019", "MEDIC INCENTIVE PAY", "Status" set to "A", "Fq" set to "A", and "Box" set to "00". Other fields include "Amount", "Limit", "Add'l Amount", "Vendor", "Special Codes", "XTD Year" (2010), "CTD" (0), "FTD" (0), and "PTD" (0). A "Notes" field is at the bottom. The interface includes navigation buttons and an "Add Mode" button.

5. Now I will have a deduction in payroll that has a date range from

08/15/2010 – 12/31/2050 for \$15.00

6. To verify that the date is in payroll, access PYUPED – Payroll System + Update Data Base + Employee Deductions

- **NEVER EDIT DATA IN THIS SCREEN – USED FOR QUERIES ONLY!**

7. Search for your employee

The screenshot shows a software window titled "PYUPED" with a search bar and navigation buttons. The main form displays employee information: "Employee ID: RAEHJD", "Name: ROMO, TONY", "Type: P", "Cycle: 02", "SSN: 215121232", "Entity: R007", and "Status: A". Below this, the "Contributions" section is active, showing "Contribution: 1035", "Code: BENCH-MC", "Description: MEDICARE", "Status: R", "Freq: A", "Amount: \$15.00", "App: P", "Begin/End Dates: 08/01/2010" and "09/15/2010", "Add'l Amount", "Add'l Begin/End Dates", "Limit Amount", "Lxp", "Vendor Address", "Vendor ID", and "Tracking #".

8. Select the deduction tab

9. Navigate to the deduction you are checking.

10. I will see two deductions for this one assignment

- Most recent

Employee ID: RAEHID3 Name: AUSTIN, MILES Type: F Cycle: 01
 SSN: 214454545 Entity: ROOT Status: A

Contributions | Deductions | Hours

Deductions

Deduction: 2234 Code: DEDC-U1 Description: FIRE FIGHTERS UNION
 Status: A Freq: A Box: Special Codes:
 Amount: 10.00 Axp: P Begin/End Dates: 07/01/2010 08/14/2010
 Additive Amount: Additive Begin/End Dates:
 Limit Amount: Lxp: Short Misc Field:
 Vendor ID:
 Tracking #:

9 / 13

- Previous

11. I can also put this into grid mode and see all deduction history

Contributions | Deductions | Hours

Deductions

Deduction	Code	Description	Status	Freq	Box	Special Code 1	Special Code 2	Special Code 3	Special Code 4	Alt
2021	TAXC-FD	FEDERAL WITHOLDIN	A	A	M	1				
2021	TAXC-FD	FEDERAL WITHOLDIN	A	A	S	0				
2024	TAXC-ST	STATE WITHOLDING 1	A	A	M	1				
2024	TAXC-ST	STATE WITHOLDING 1	A	A	S	0				
2026	DEDC-HE	BC/BS SINGLE	A	A						
2049	DEDC-GF	TUSCALOOSA CTY CIR	A	A						
2049	DEDC-GF	TUSCALOOSA CTY CIR	A	A						
2234	DEDC-U1	FIRE FIGHTERS UNIO	A	A						
2239	DEDC-V2	UNITED WAY RIVER R	A	A						
2239	DEDC-V2	UNITED WAY RIVER R	A	A						

9 / 13

12. To search for a specific deduction code and employee, search for your employee and the deduction code number you would like to see

Employee ID: Name: Type: Cycle:
 SSN: Entity: Status:

13. Hit enter to query to your specific employee and deduction

Employee ID: Name: Type: Cycle:
 SSN: Entity: Status:

Contributions | **Deductions** | Hours

Deductions

Deduction: Code: Description:
 Status: Freq: Box: Special Codes:
 Amount: Axp: Begin/End Dates:
 Additive Amount: Additive Begin/End Dates:
 Limit Amount: Lxp: Short Misc Field:
 Vendor ID:
 Tracking #:

1 / 1 Search Mode

14. I now see 1 of 2 records and if I put this in grid mode, I can see them both at the same time

Employee ID: RAEHID3 Name: AUSTIN, MILES Type: F Cycle: 01
SSN: 214454545 Entity: ROOT Status: A

Contributions **Deductions** Hours

Deductions

Deduction	Code	Description	Status	Freq	Box	Special Code 1	Special Code 2	Special Code 3	Special Code 4	Amount
▶	2234	DEDC-U1 FIRE FIGHTERS UNIO	A							
▶	2234	DEDC-U1 FIRE FIGHTERS UNIO	A							

1 / 2

Section 8: Reactivating an Employee

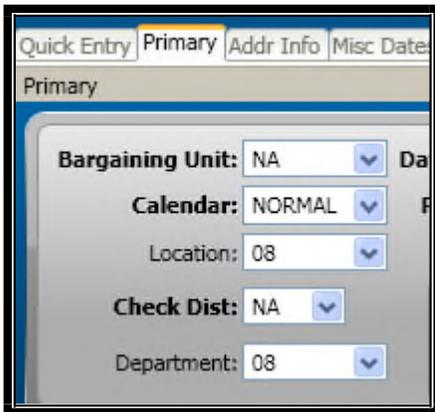
1. Access the Employee Master screen
2. Search for the employee you are re activating

The screenshot shows the Employee Master screen for employee THOMAS, TORREY T. The top section includes fields for Action (NEW), Generate ID (M), Entity (ROOT), Employee ID (15555552), SSN (155-44-1122), and Name (THOMAS, TORREY T). Below this are Type (F), HR (02), and PY (I) dropdowns. A navigation bar contains tabs: Quick Entry, Primary, Addr Info, Misc Dates, EEO Info, Character, Dates and Numbers, Employee Information, Employee Notes, Term Info, and Assoc Code. The main data entry area includes: Hire Date (01/01/2001), Original Hire Date (01/01/2001), Date of Birth (12/27/1982), Age (27), Bargaining Unit (NA), Days Worked (260.00), Periods Worked (26.00), Periods Paid (26.00), Calendar (NORMAL), Pay Cycle (01), FTE (1.00000), Check Dist (NA), Gender (M), and Race (C).

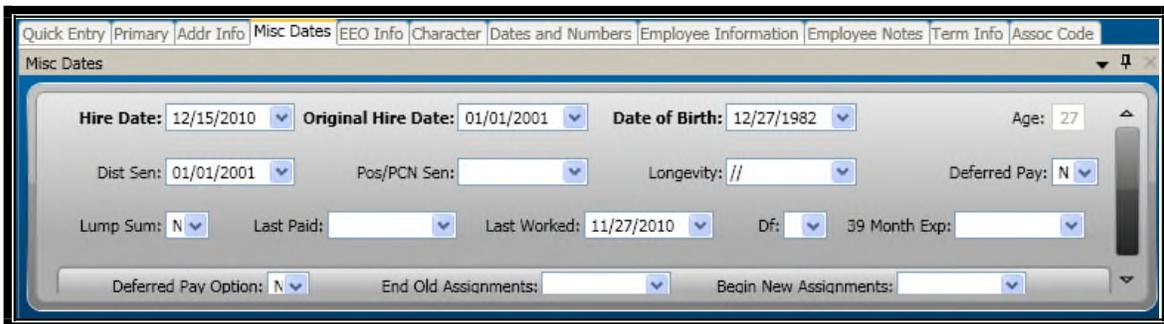
3. Change their HR status to 00 – Active
4. Change their PY status to A – Active
5. Change their Hire Date to their new hire date

The screenshot shows the Employee Master screen for employee THOMAS, TORREY T. The top section includes fields for Action (NEW), Generate ID (M), Entity (ROOT), Employee ID (15555552), SSN (155-44-1122), and Name (THOMAS, TORREY T). Below this are Type (F), HR (00), and PY (A) dropdowns. A navigation bar contains tabs: Quick Entry, Primary, Addr Info, Misc Dates, EEO Info, Character, Dates and Numbers, Employee Information, Employee Notes, Term Info, and Assoc Code. The main data entry area includes: Hire Date (12/15/2010), Original Hire Date (01/01/2001), Date of Birth (12/27/1982), Age (27), Bargaining Unit (NA), Days Worked (260.00), Periods Worked (26.00), Periods Paid (26.00), Calendar (NORMAL), Pay Cycle (01), FTE (1.00000), Check Dist (NA), Gender (M), and Race (C).

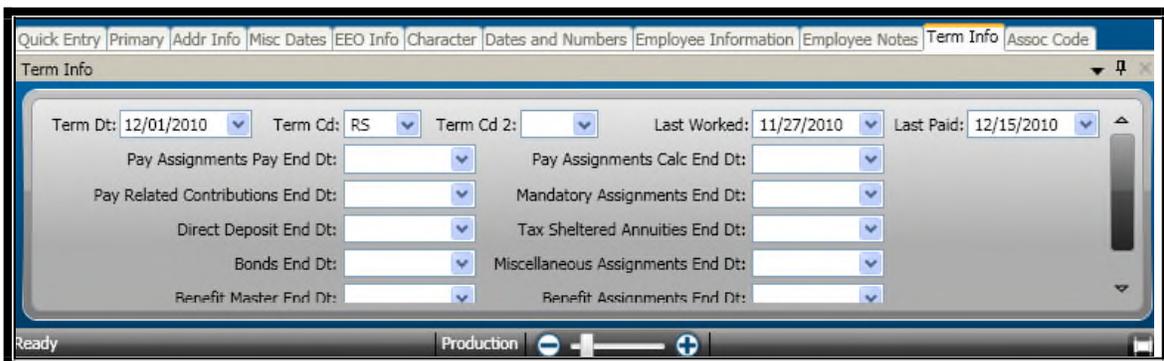
6. Select the Primary Tab



7. Change the Department, Division and location if necessary
8. Select the Misc Dates Tab and change the total service date and merit date if necessary



9. Select the Term Info Tab



10. Remove the Last Paid date

Action: NEW
Generate ID: M
Entity: ROOT **Employee ID:** 15555552 **SSN:** 155-44-1122 **Name:** THOMAS, TORREY T
Type: F **HR:** 00 **PY:** A

Quick Entry | Primary | Addr Info | Misc Dates | EEO Info | Character | Dates and Numbers | Employee Information | Employee Notes | **Term Info** | Assoc Code

Term Info

Term Dt: 12/01/2010 **Term Cd:** RS **Term Cd 2:** **Last Worked:** 11/27/2010 **Last Paid:**
Pay Assignments Pay End Dt: **Pay Assignments Calc End Dt:**
Pay Related Contributions End Dt: **Mandatory Assignments End Dt:**
Direct Deposit End Dt: **Tax Sheltered Annuities End Dt:**
Bonds End Dt: **Miscellaneous Assignments End Dt:**
Benefit Master End Dt: **Benefit Assignments End Dt:**

11. Hit Enter to save the changes

12. Continue entering the employee's new taxes, deductions, benefits and assignments as though he was a new employee. (Refer to Section 3- Entering a New Hire)

Section 9: Creating Deduction/ Contribution Definitions

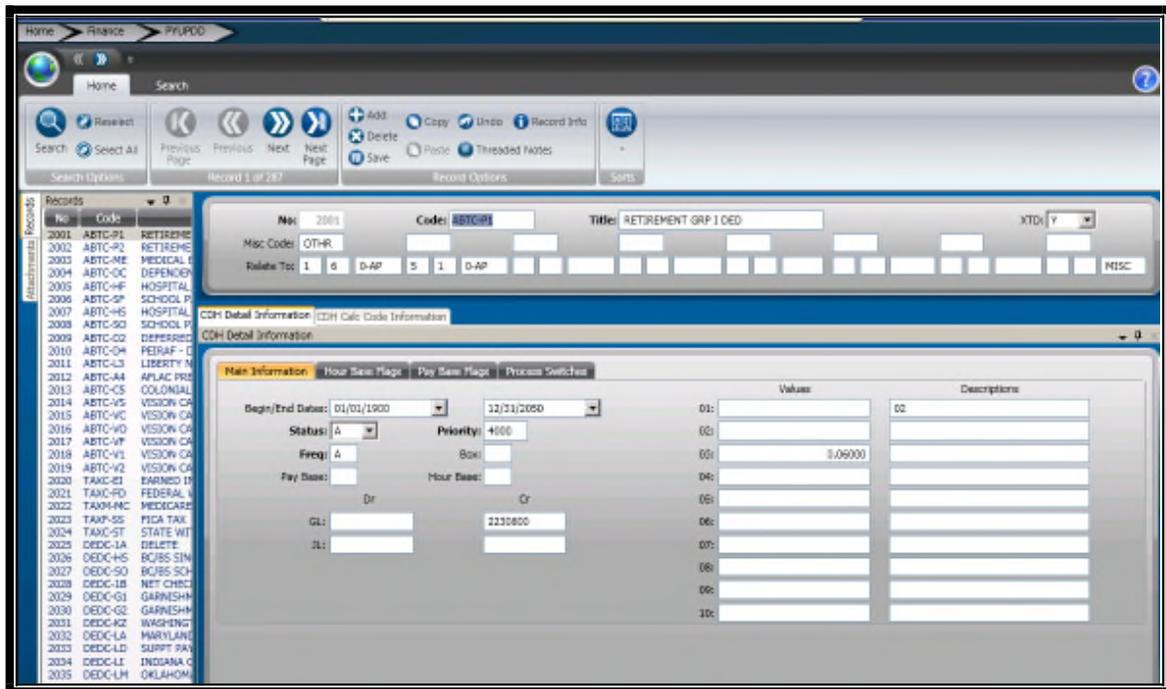
1. Select PYUPDD = Payroll System + Update Data Base + Deduction Definitions

(Employee Paid) from either the menu or your favorites tab.

OR

2. Select PYUPCC = Payroll System + Update Data Base + Contribution

Definitions (City Paid) from either the menu or your favorites tab.



3. Select the + button at the top of the screen to add a new record, selecting this will now give you a blank screen to create the new deduction.

4. Enter the deduction number (next number available in your list of deductions)
5. Enter in a deduction code which is 8 characters max
6. Enter a deduction title
7. Select Y in the XTD field to distinguish that you would like this deduction to appear in accumulators
8. Enter in the 'relate to code 8' code to distinguish which screen you will be assigning this deduction on. Options are:

- a. MAND – Mandatory Assignments (Taxes)
- b. MISC – CDH Assignments, Miscellaneous tab
- c. BEND – Benefit Assignments (Deduction portion) (a benefit plan must be created prior to assigning it to an employee)

- d. BENC – Benefit Assignments (Contribution portion)
- e. BOND – CDH Assignments, Bond Tab
- f. EFT – CDH Assignments, Direct Deposit

9. Enter a Frequency for when this deduction should be taken from an employee's pay check. Options include:

- a. A1 – Always the first paycheck in the month
- b. A2 – Always the second pay check in the month
- c. I3 – Inactive on the 3rd pay check in the month
- d. Client Specific, for example those deductions that only come out of the last pay check a month are LT
- e. A – Always

10. Enter a priority for when the deduction is to be taken from the employee's pay check. Priorities are:

- a. 1000's – Taken hours (PYUPHH – Hours Definitions)
- b. 2000's – Regular paid hours (PYUPHH – Hours Definition)
- c. 3000's – Accruals (PYUPHH – Hours Definitions)
- d. 4000's – Pre Tax Deductions
- e. 5000's – Taxes
- f. 6000's – After Tax Deductions
- g. 7000's – Garnishments
- h. 8000's – Miscellaneous Deductions
- i. 9000's – Direct Deposits

Main Information | Hour Base Flags | Pay Base Flags | Process Switches
 Begin/End Dates: 01/01/1900 | 12/31/2050
 Status: A | Priority: 4000
 Freq: A | Box:
 Pay Base: | Hour Base:
 Dr | Cr
 GL: | 2230800
 JL: |

11. Select the Pay Base Flags tab

, 22: , 23: PB23, 24: PB24, 25: PB25, 26: , 27: , 28: , 29: , 30: , 31: , 32: , 33: EO USE, 34: , 35: , 36: , 37: , 38: , 39: , 40: , 41: , 42: ."/>

CDH Detail Information | CDH Calc Code Information
 CDH Detail Information
 Main Information | Hour Base Flags | Pay Base Flags | Process Switches
 01: TOTAL | 10: WCOMP | 19: CNTRCT | 28: | 37:
 02: GROSS | 11: M/CARE | 20: ESCROW | 29: | 38:
 03: FIT | 12: SUI | 21: | 30: | 39:
 04: SIT | 13: SDI | 22: | 31: | 40:
 05: CIT | 14: PATCH | 23: PB23 | 32: | 41:
 06: FICA | 15: FLATTX | 24: PB24 | 33: EO USE | 42:
 07: RETIRE | 16: CHLDSP | 25: PB25 | 34: |
 08: NET | 17: SMOOTH | 26: | 35: |
 09: FLSA | 18: RETRO | 27: | 36:

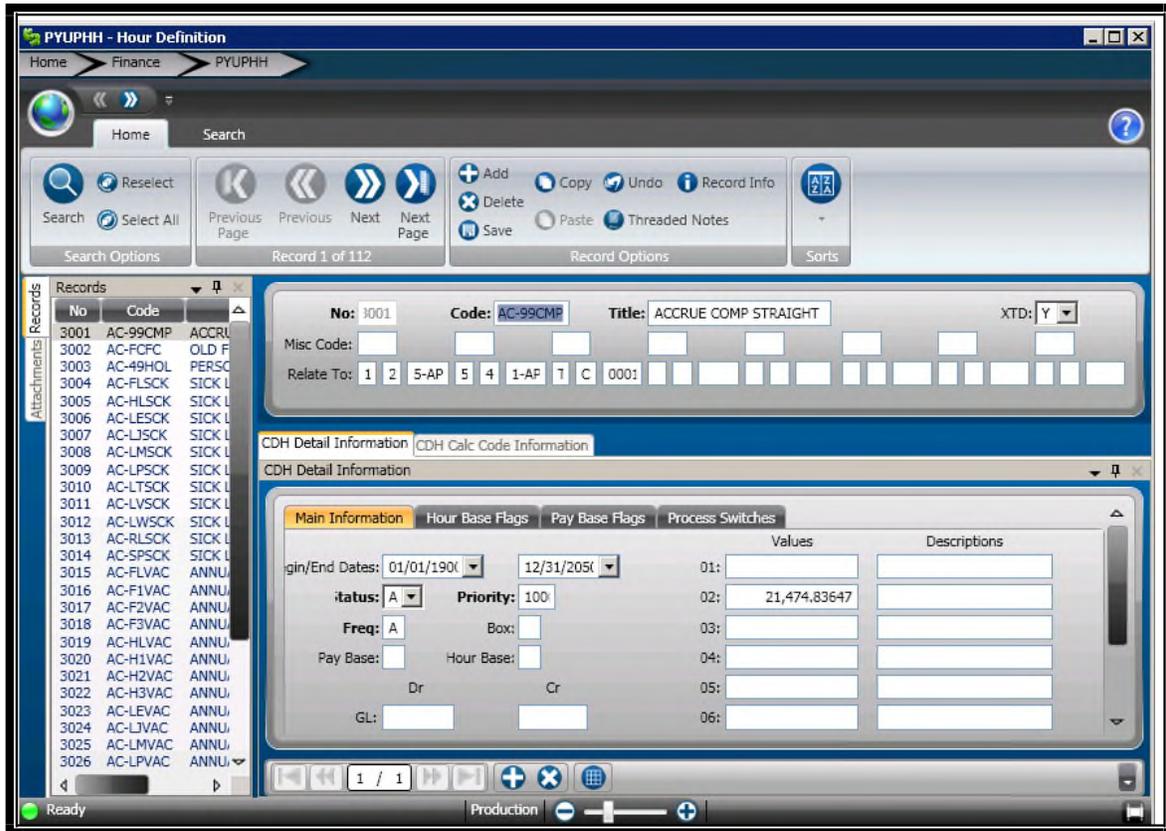
12. Put a - in each 'bucket' that this deduction will reduce the wages for.

- a. For example, a pre tax deduction would have a - in Total, Gross, FICA, FIT, SIT, MEDICARE, NET, RETIREMENT
- b. An After Tax would only have a - in NET

13. Hit Enter to save the record

Section 10: Creating Hour Definitions

1. Select PYUPHH = Payroll System + Update Data Base + Hour Definitions (Pay Codes/ Accruals) from either the menu or your favorites tab.



2. Select the + button at the top of the screen to add a new record, selecting this will now give you a blank screen to create the new deduction.
3. Enter the hour number (next number available in your list of deductions)
4. Enter in a hour code which is 8 characters max
5. Enter a hour title
6. Select Y in the XTD field to distinguish that you would like this hour to appear in accumulators

12. Select the Pay Base Flags tab



13. Put a + in each 'bucket' that this hour (pay code) will add to. For example, if an employee gets paid for working against this hour code, a + would need to go in each wage base bucket that this would increase.

14. Select the Process Switches



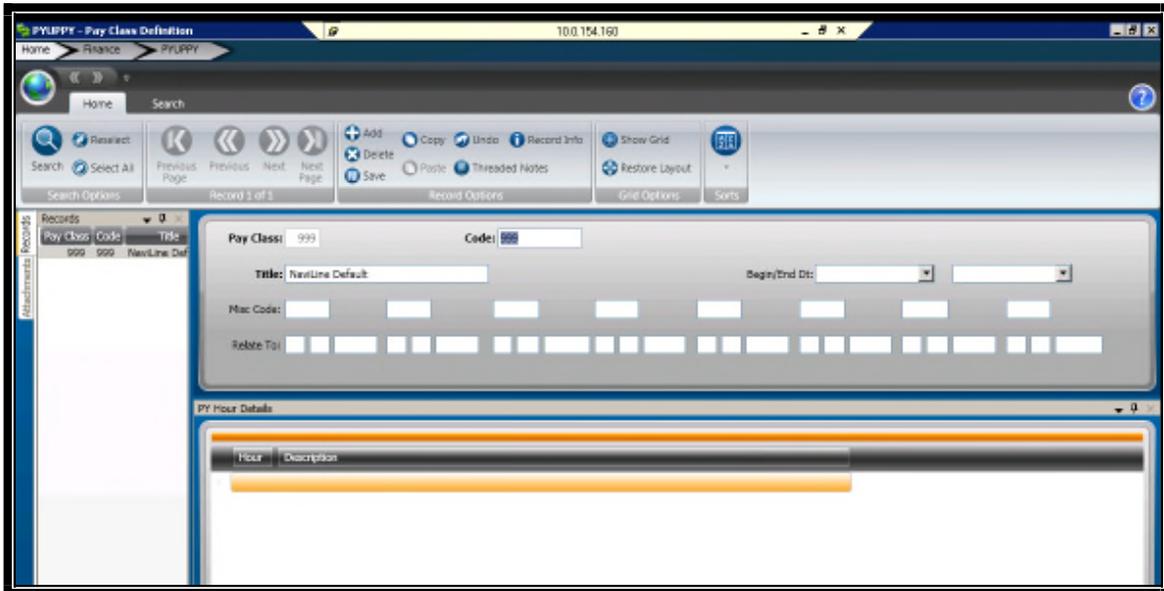
15. If this is an hour code that will be entered from Timecard Online, put an O in process switch 1. IF it is a patched hour code, put a P in process switch 1 and IF it is an accrual code, put an A in process switch one.

16. If this hour code is to be paid at the employee's regular rate of pay, put a R in process switch 2.

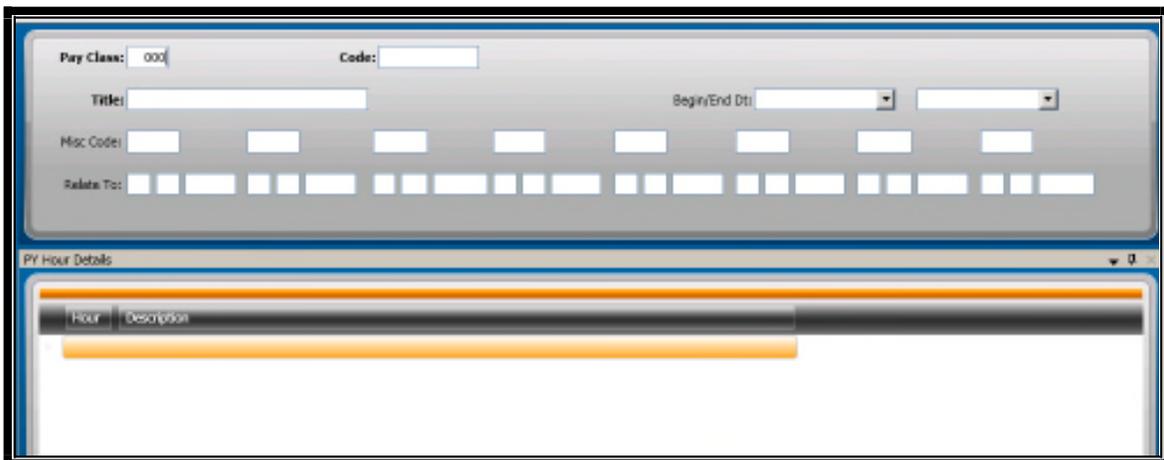
17. Hit Enter to save the record

Section 11: Creating a Pay Class Definition

1. Access Pay Class Definitions by going to PY + UP + PY (Payroll System + Update Data Base + Pay Class Definitions) or by selecting the Payclass Definition from your favorites tab.

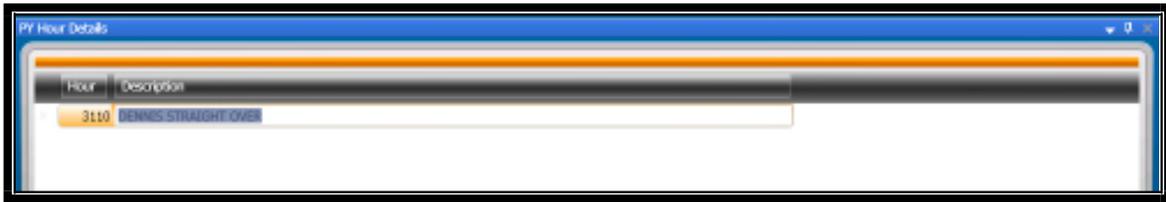


2. Select the + at the top of the screen to add a new pay class.



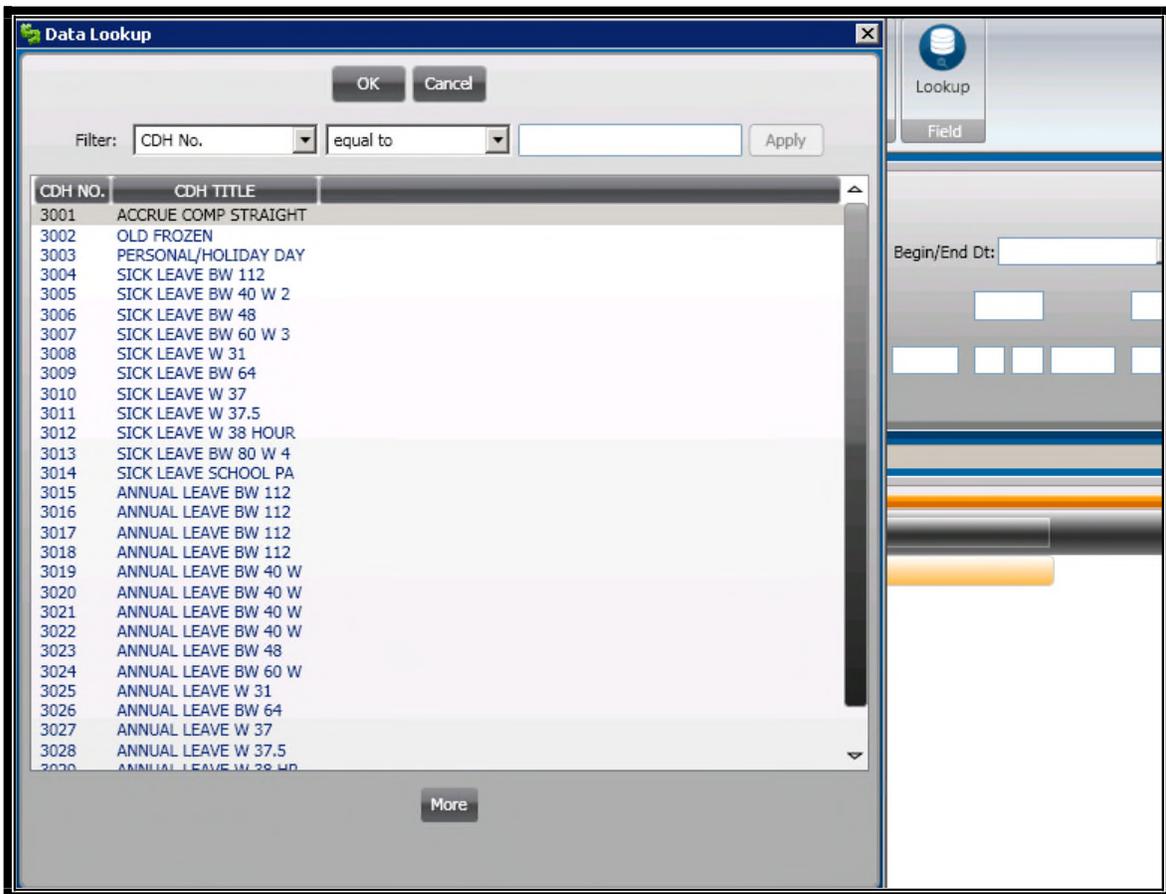
3. Enter in the three digit code value for the new pay class.
4. Enter the title for the new pay class
5. Click in the Hour column to add an hour code

- a. Either type in the hour code



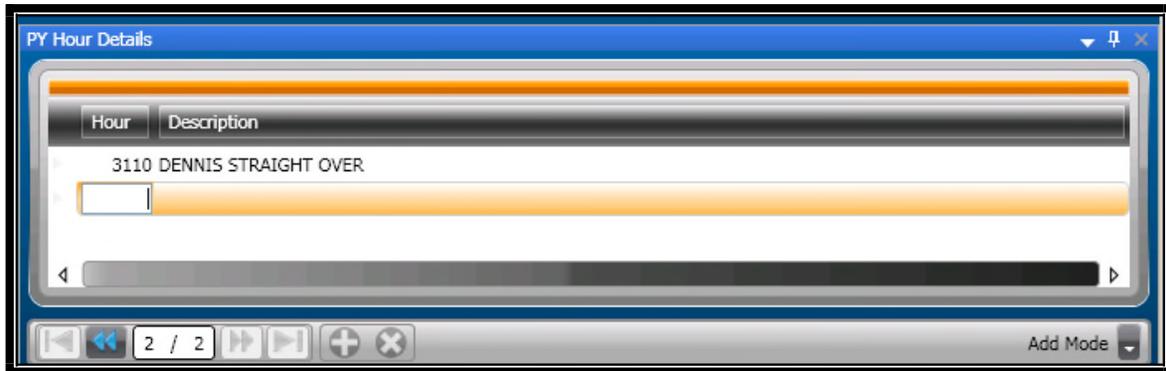
OR

- b. Look up the hour code by selecting the lookup option.
- c. Double click the hour code that you would like to add



- 6. Hit enter to save the hour code to the pay class

7. Select the + on the lower section of the pay class definitions to add another hour code



8. Repeat steps 5 through 7 until pay class is complete.
9. Be sure to include accruals

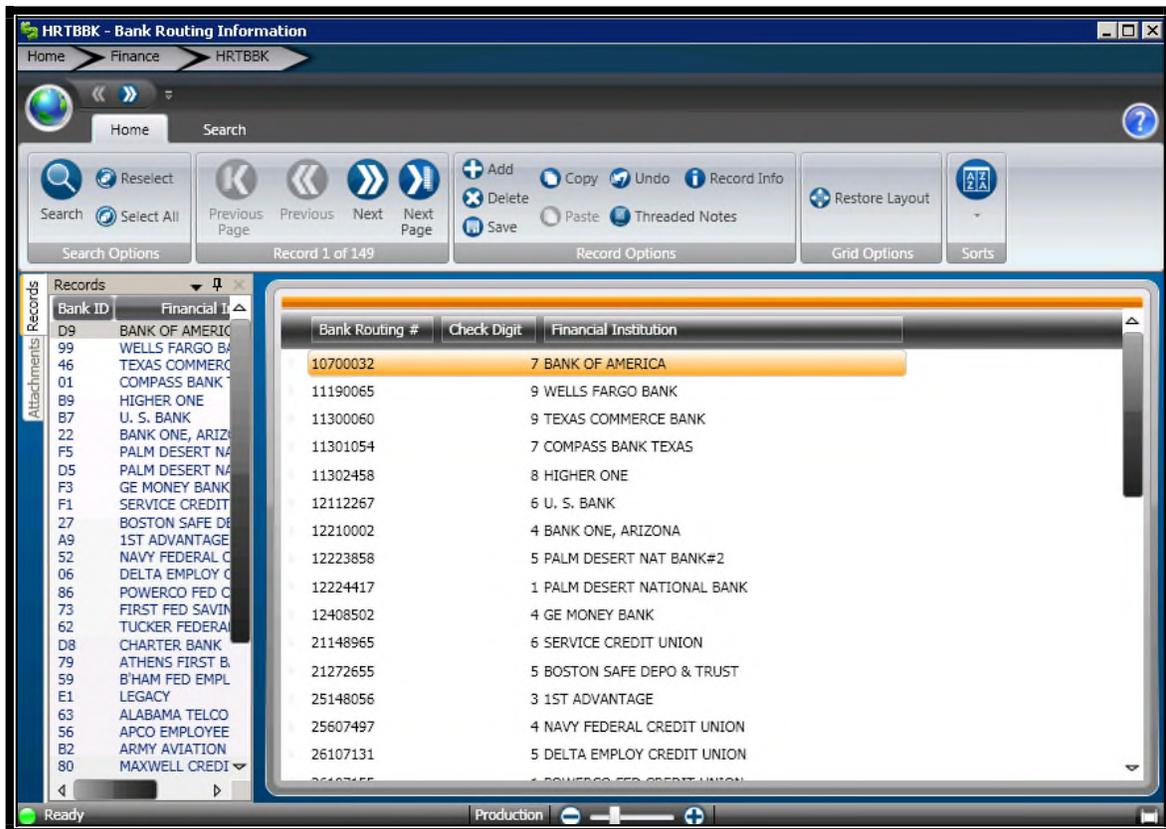
Section 12: Adding Bank Routing Information

1. Select Bank Routing Information

- a. From favorites tab
- b. From HRTBBK in the menu search field

OR

- c. HR + TB + BK (Human Resources + Primary Tables + Bank Routing Information)



2. Select the + button at the top of the screen bank to add a new bank routing number



3. Enter in the first 8 digits of the bank's routing number
4. In the second column, enter in the 9th digit

▶ 26227657	5 TRI-RIVERS FED CREDIT UN
▶ 3234234	0

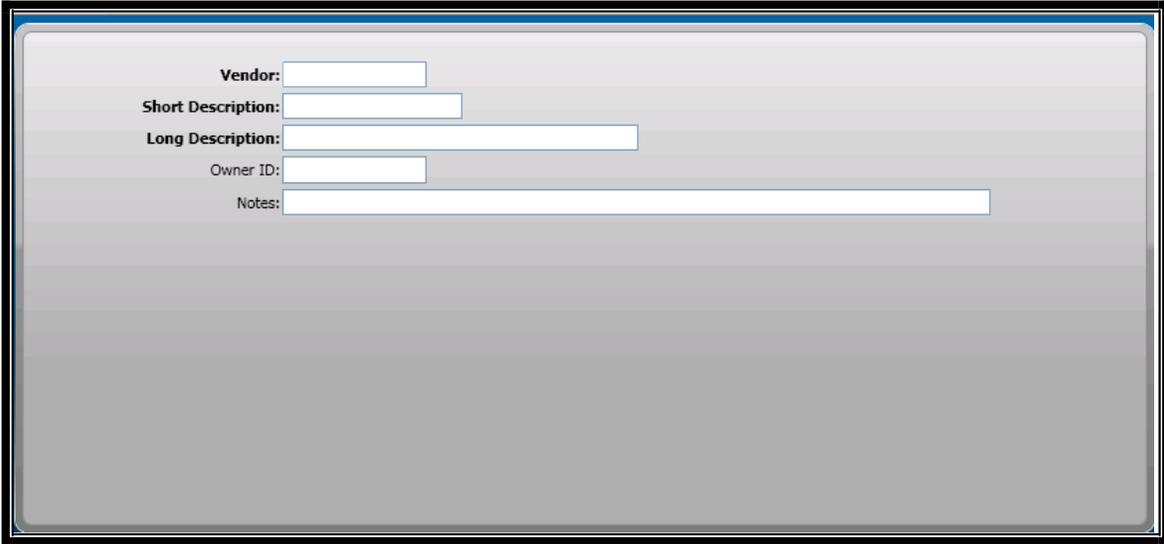
5. Enter in the name of the Financial Institution

▶ 26227657	5 TRI-RIVERS FED CREDIT UN
▶ 32342344	1 RAE'S TEST

6. Hit Enter to save

Section 13: How to Add a Vendor

1. Access HRTBVE – HR Vendor Table
2. Select the “+” at the top of the screen



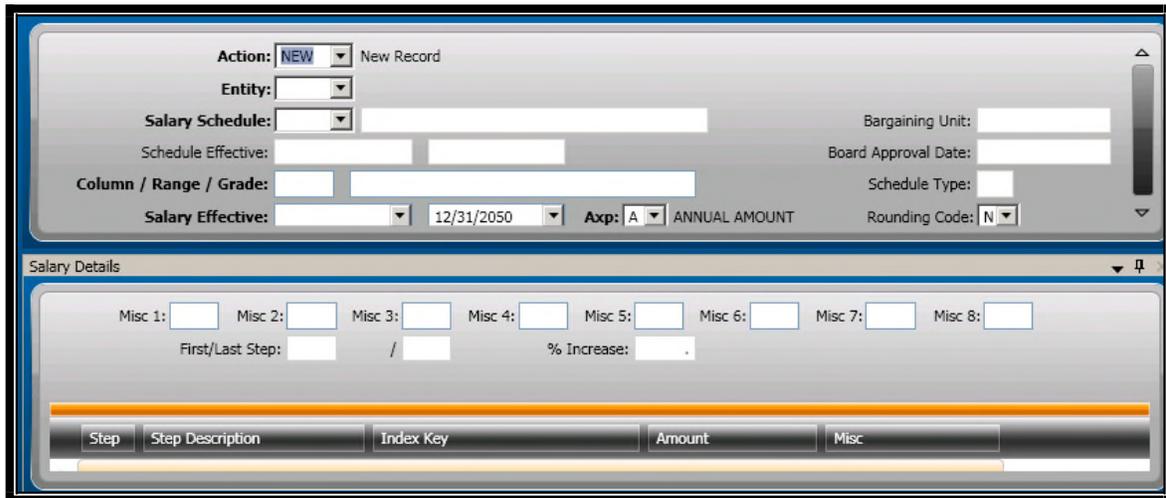
The screenshot shows a software interface for adding a vendor. It features a light gray background with a dark border. On the left side, there are five labels with corresponding input fields: "Vendor:", "Short Description:", "Long Description:", "Owner ID:", and "Notes:". Each label is followed by a white rectangular input box. The "Notes:" field is significantly longer than the others, extending across most of the width of the form area.

3. Enter the vendor ID
 - a. The vendor must be defined in PEUPPE before you will be able to enter it here.
4. Enter the short description and long description
5. Hit Enter to Save the record

Vendor: 0000504
Short Description: RAE'S VENDOR
Long Description: RAE'S VENDOR
Owner ID:
Notes:

Section 14: How to Add a Salary Definition

1. Access HRTBSL – Salary Definitions
2. Select the “+” at the top of the screen



The screenshot shows a software interface for adding a salary definition. The top section contains several input fields and dropdown menus. The 'Action' dropdown is set to 'NEW' with the text 'New Record' next to it. Below it is an 'Entity' dropdown. The 'Salary Schedule' dropdown is followed by a text input field. To the right, there are fields for 'Bargaining Unit', 'Board Approval Date', 'Schedule Type', and 'Rounding Code'. The 'Salary Effective' field is set to '12/31/2050'. The 'Axp' dropdown is set to 'A' with 'ANNUAL AMOUNT' next to it. Below this section is a 'Salary Details' section with eight 'Misc' input fields (Misc 1 through Misc 8), a 'First/Last Step' field, and a '% Increase' field. At the bottom, there is a table with the following headers: 'Step', 'Step Description', 'Index Key', 'Amount', and 'Misc'.

3. Enter the correct Entity
4. Enter the Salary Schedule
5. The effective dates for the salary schedule will default from HRTBSC
6. Enter the Column/Range/Grade
7. Enter the salary tables effective dates
8. Change the AXP the appropriate format that you are creating the salary table in.
 - a. Annual or hourly
9. Select the correct option for rounding

Action: NEW New Record
Entity: ROOT ROOT ENTITY
Salary Schedule: REGH Administration Bargaining Unit:
 Schedule Effective: 1/1/1900 12/31/2050 Board Approval Date:
Column / Range / Grade: RAE RAE'S TEST GROUP Schedule Type: 1
Salary Effective: 01/01/2011 12/31/2050 **Axp:** H HOURLY AMOUNT Rounding Code: N

10. Click in the Step field and enter the first step. Remember to add a zero to the front of one digit steps.
11. Enter the description for this step
12. The index key will default the information in
13. Enter the Amount for this step

Salary Details

Misc 1: Misc 2: Misc 3: Misc 4: Misc 5: Misc 6: Misc 7: Misc 8:
 First/Last Step: / % Increase:

Step	Step Description	Index Key	Amount	Misc
01	STEP -1	REGH/RAE/01	15.5112	

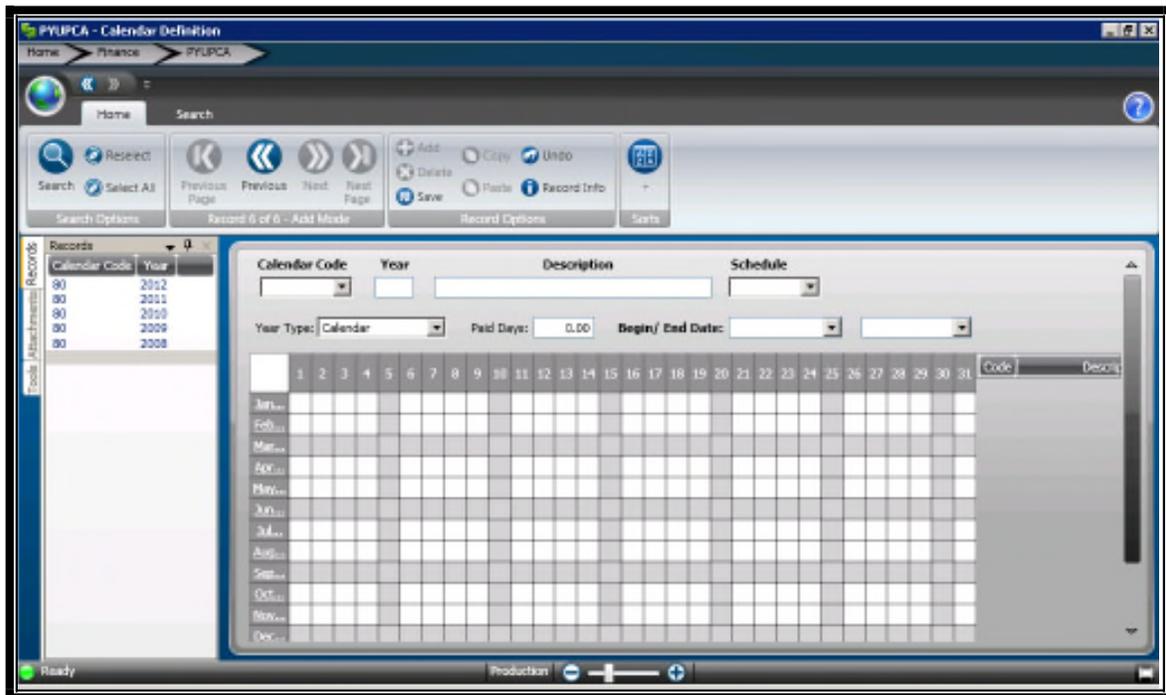
1 / 1 Add Mode

14. Select the “+” at the bottom on the screen to add additional steps
15. Hit Enter after each step to save the record

Section 15: Calendar Definitions

1. How to Add a Calendar

- a. Access PYUPCA – Calendar Definition
- b. Select the “+” at the top of the screen



- c. Enter the Calendar Code, this will be the option you will see on the calendar drop downs on the employee assignment screens.
- d. Enter the year
- e. Give your calendar a description
- f. Select the correct work schedule, these are all defined in HRTBSC
- g. Select the appropriate year type, Calendar vs. Fiscal
- h. Enter the number of paid days this calendar will contain
- i. Enter the begin and end dates for this calendar

Calendar Code	Year	Description	Schedule
80	2013	80 HOURS	80
Year Type:	Calendar	Paid Days: 260.	Begin/ End Date: 01/01/2013 - 12/31/2013

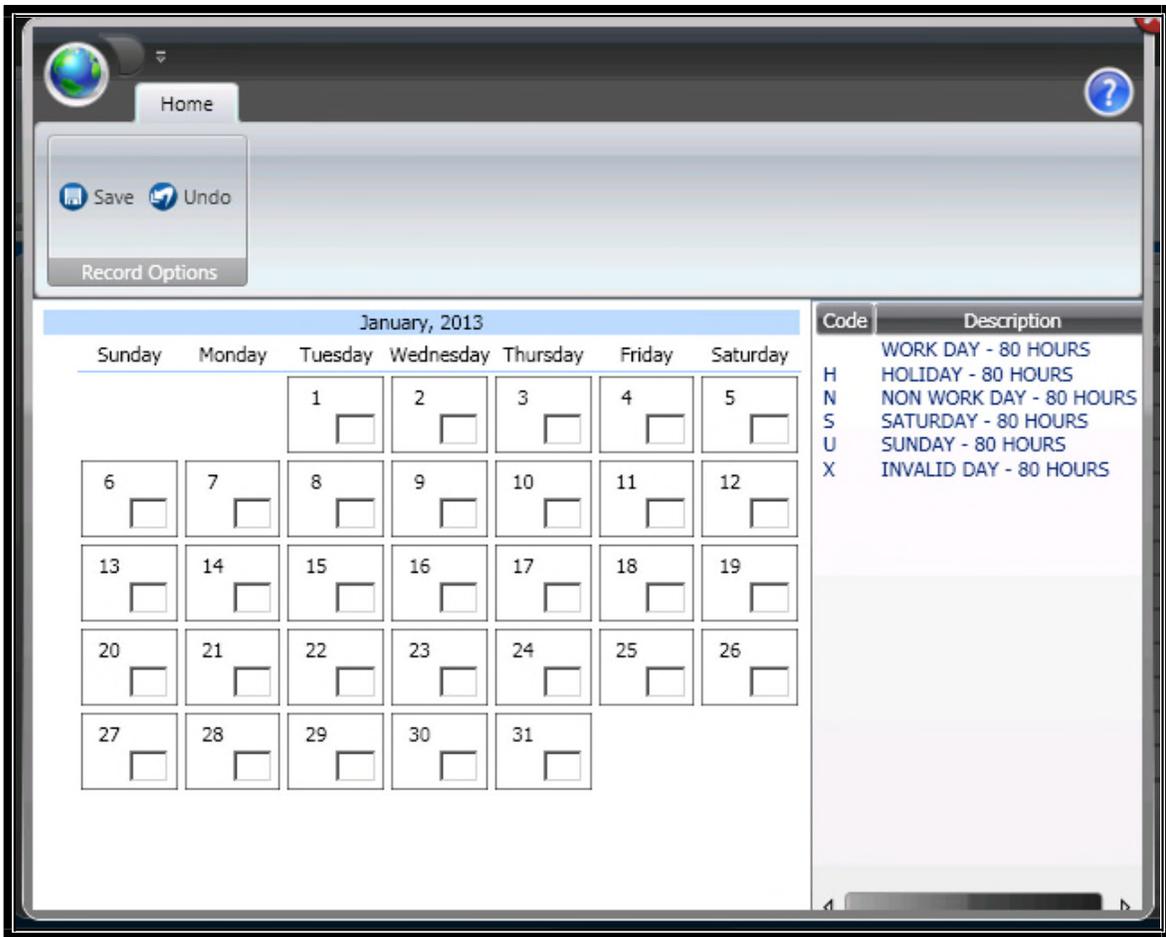
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Code	Desc
Jan...																																	
Feb...																																	
Mar...																																	
Apr...																																	
May...																																	
Jun...																																	
Jul...																																	
Aug...																																	
Sep...																																	
Oct...																																	
Nov...																																	

- j. At the bottom on the calendar, enter the number of daily hours and hit enter to save the outline of your calendar.

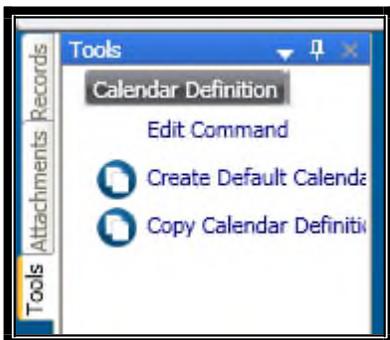
Nov...																														
Dec...																														
Daily Hours:	8.00000	Weekly Hours:	40.00000	Bi-Weekly Hours:	80.00000																									
Semi-Monthly Hours:	86.66667	Monthly Hours:	173.33333	Annual Hours:	2080.00000																									

- k. Now you can begin working on your calendar days. You may manually select the month and enter the days or you may select TOOLS on the left menu option.

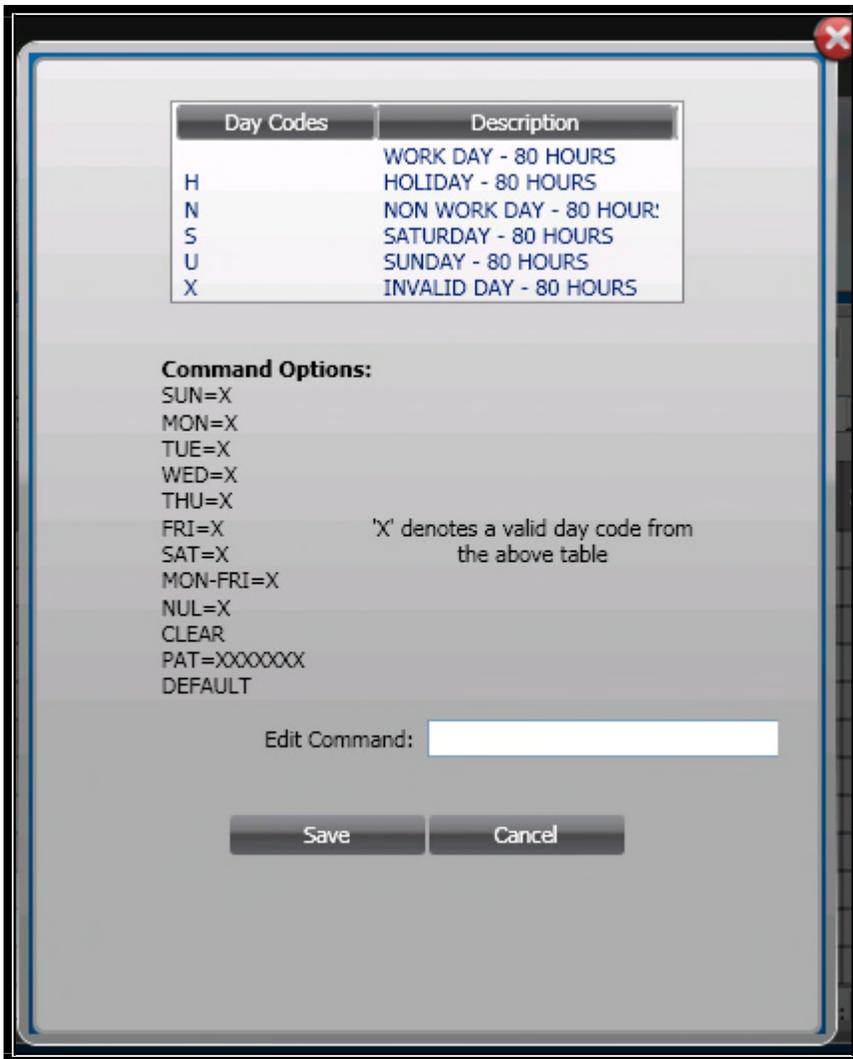




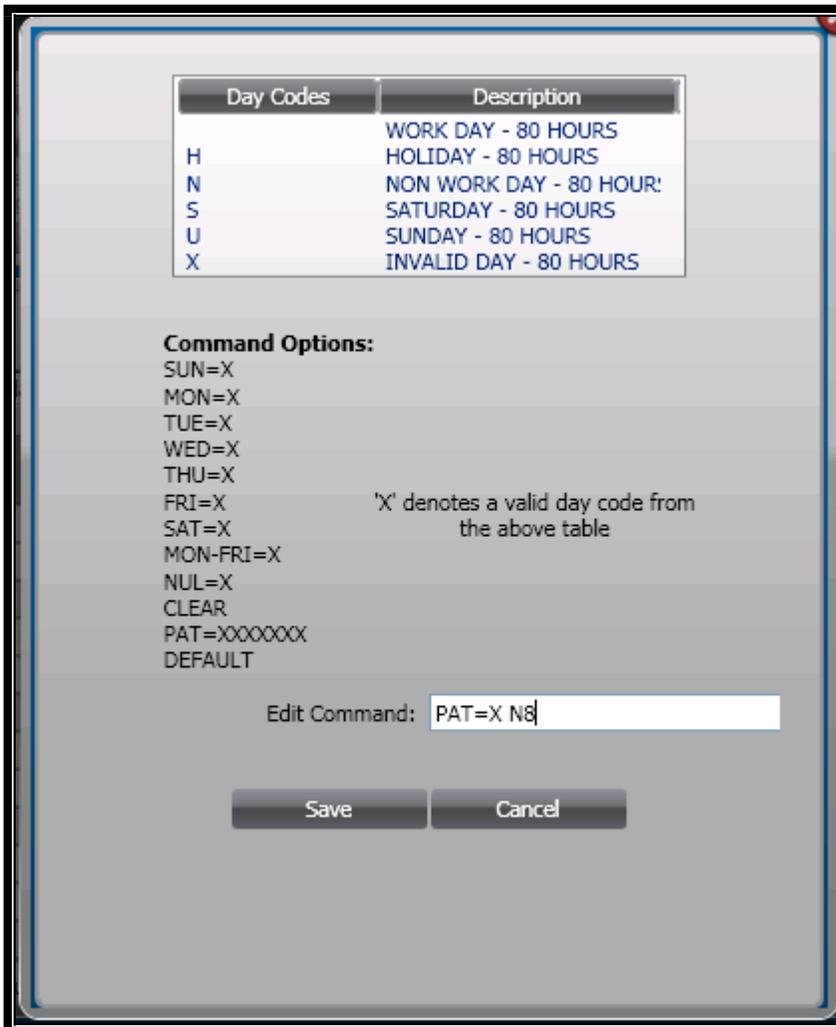
OR



1. Within the tools you can select Edit Command



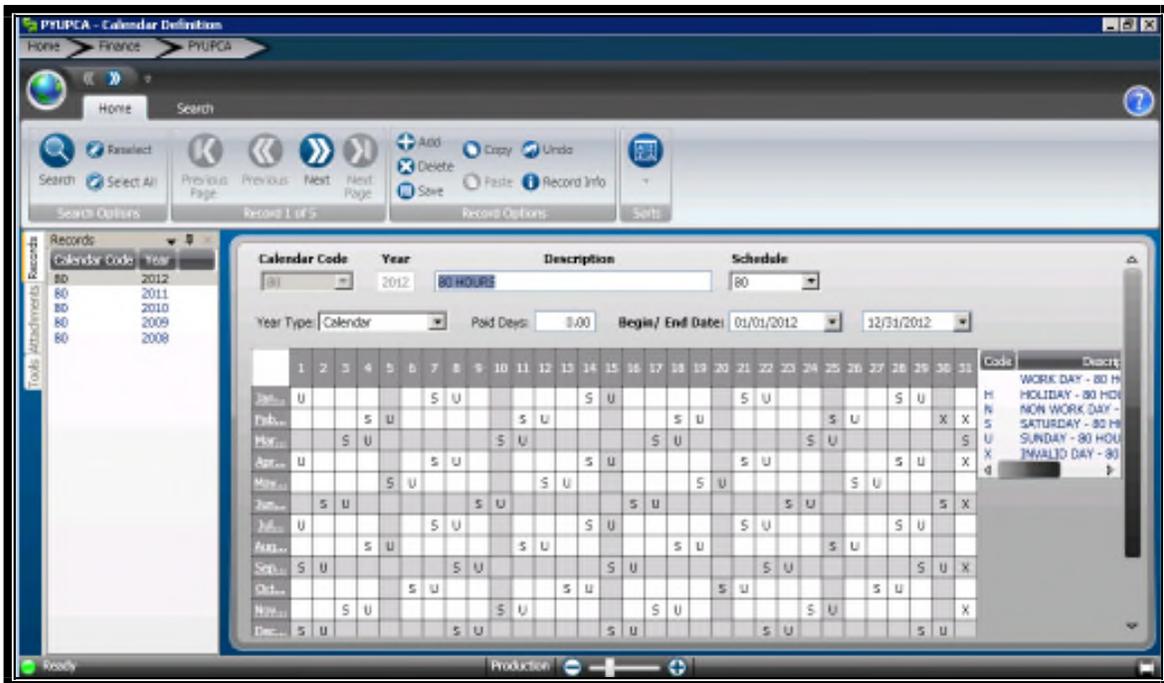
- m. You may now create a pattern and type PAT=X N8 and hit enter and your calendar days will start at the first of the year with an X a blank then a N and then 8 and continue through the rest of the year with this pattern. You may also type DEFAULT and hit save and the calendar will have all Saturdays, Sundays and invalids marked.



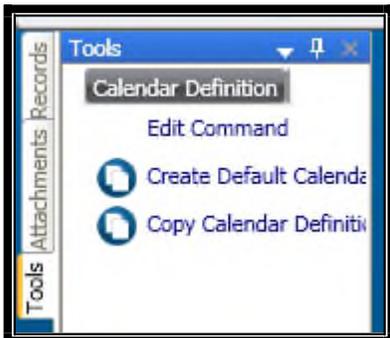
- n. If you need to make further modifications to your calendar, you may now select the month and make adjustments, for example, add a holiday.
- o. Hit Enter to save the entire calendar.

2. Copying a Calendar to the Next Year

- 1. Select the calendar that you would like to copy for the next year



2. Select TOOLS



3. Select Copy Calendar Definition

Calendar Code Year

From Calendar Code/Year: 80 2012

To Calendar Code/Year:

Copy Cancel

4. Enter the new year and the same Calendar Code

Calendar Code Year

From Calendar Code/Year: 80 2012

To Calendar Code/Year: 80 2013

Copy Cancel

5. Select Copy

6. Your Calendar will now be updated for the next year

Calendar Code	Year	Description	Schedule
80	2013	80 HOURS	80
Year Type: Calendar		Paid Days: 0.00	Begin/ End Date: 01/01/2013 - 12/31/2013

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Code	De
Jan...	U						S	U						S	U						S	U					S	U				H	WORK DAY - 8
Feb...				S	U						S	U						S	U					S	U				X	X	N	HOLIDAY - 80	
Mar...			S	U						S	U						S	U					S	U						S	S	NON WORK D	
Apr...	U						S	U						S	U						S	U					S	U		X	U	SATURDAY - 8	
May...				S	U						S	U							S	U					S	U					X	SUNDAY - 80	
Jun...		S	U						S	U						S	U						S	U					S	X	X	INVALID DAY	
Jul...	U						S	U						S	U						S	U					S	U			4		
Aug...			S	U						S	U							S	U					S	U								
Sep...	S	U					S	U						S	U					S	U					S	U			X			
Oct...					S	U						S	U							S	U					S	U						
Nov...		S	U						S	U							S	U					S	U						X			
Dec...	S	U					S	U						S	U					S	U					S	U						

7. If you are copying a normal calendar, not a rotating shift, you will need to select that calendar and repeat steps 13 through 15 above. The copy will move each day over one, including weekends. The days will need adjusting.

Home

Save Undo

Record Options

January, 2013

Code	Description
H	WORK DAY - 80 HOURS
N	HOLIDAY - 80 HOURS
S	NON WORK DAY - 80 HOURS
U	SATURDAY - 80 HOURS
X	SUNDAY - 80 HOURS
	INVALID DAY - 80 HOURS

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 U	2	3	4	5
6	7 S	8 U	9	10	11	12
13	14 S	15 U	16	17	18	19
20	21 S	22 U	23	24	25	26
27	28 S	29 U	30	31		

Section 16: Adding to a Drop Down

1. When needing to add to a drop down table, access the screen that the drop down appears on



2. Select the  in the upper right hand corner, this will open up help files for you to review.

[Print this topic](#)

Setting up the employee master file

Shortcut/mask: HREMEN

You use the Employee Master window to set up the employee master file. The employee master file contains basic employee demographic, veteran, Equal Employment Opportunity (EEO), and pay cycle information. The information you enter here updates the employee master file in Payroll.

Information from the employee master file can be sent to the Person Entity (PE) module if you select this option in the Human Resources system setup. Many of the fields in the employee master file are validated against tables found in HR primary tables and Nucleus common codes.

This window contains the following tabs:

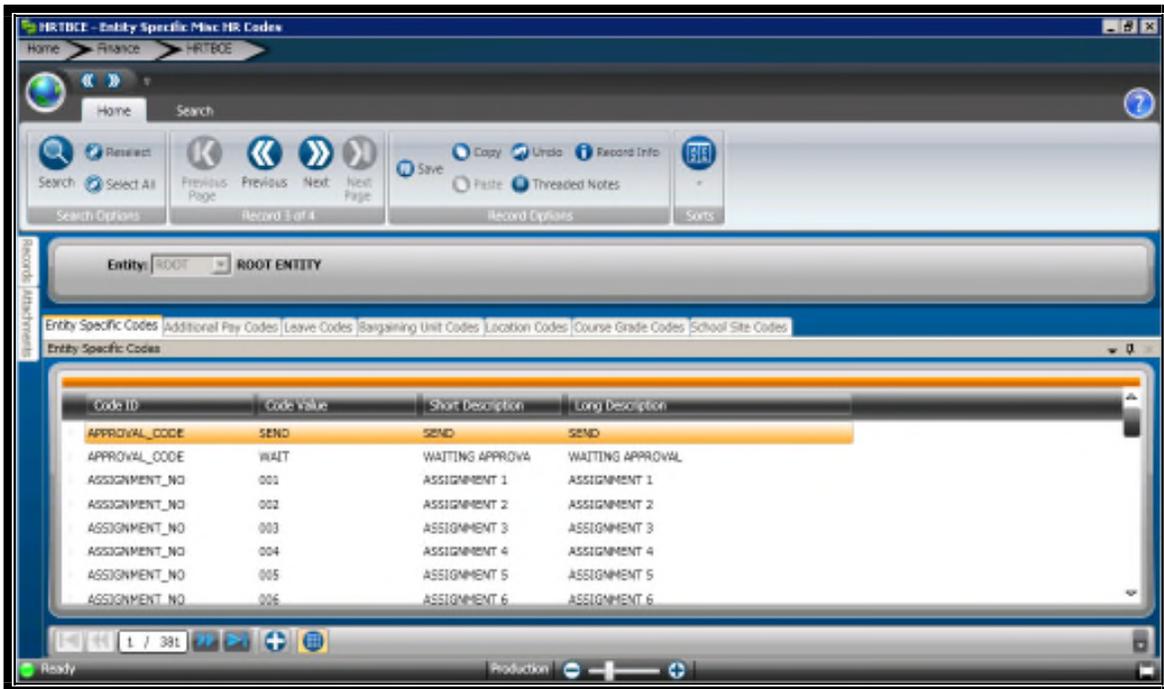
- [Quick Entry](#)
- [Primary](#)
- [Add Info](#)
- [Misc. Dates](#)
- [EEO Info](#)
- [Misc. Info](#)
- [Term Info](#)
- [Assoc. Code](#)

[Click here to view features of the Employee Master window.](#)

3. Select the tab that the drop down appears on.
4. Scroll down until you find the field name that you will be adding to, once you find the field, the description will tell you which table the drop down is in and what the code ID equals.

• Check Dist - Enter the check distribution code that notifies Payroll where the employee's check is sent. Possible values are restricted to those defined in the Entity Specific HR Codes window on the **Entity Specific Codes** tab (HRTBCE), where the code ID equals CHECK_DIST_CODE.

5. You may now close your help file now that you know which screen you will be going to. In this example, we will now open up HRTBCE – Entity Specific Codes
6. Access HRTBCE

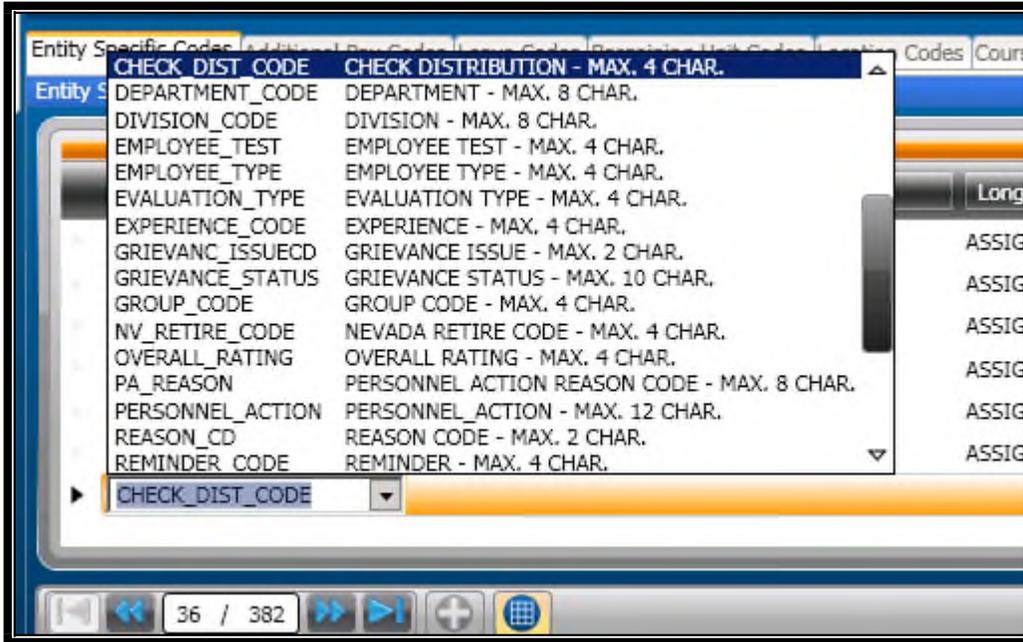


7. Select the “+” at the bottom of the screen

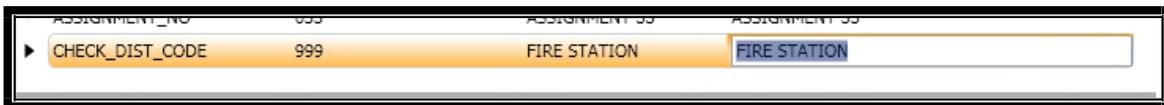


8. Select the code ID that the help file referred to, in this example it was

CHECK_DIST_CODE



- Be sure to check the description to see how many characters you may use and enter the appropriate Code Value, Short Description and Long Description.



- Hit Enter to Save

3. How To Add a Job Code

- Access HRTBJB – Job Code Definitions
- Select the “+” at the top of the screen

Entity: []

Create the Job E/M: [] Job Code: []

Short Description: [] Long Description: []

Job Class/Code Table Requirements Skills Responsibilities Notes

Job Class/Code Table

Action: NEW New Record

Job Type: []

EEO Job Group: []

Pre-Placement Exam: []

Salary Schedule: []

Column/Range: []

Misc Code 1/CBEDS (CA): [] 2: [] 3: [] 4: []

Misc Value 1: 0.00 2: 0.00 3: 0.00 4: 0.00000 5: 0.00000

Workers Comp: []

FLSA []

STRS: []

Paraprofessional Course: []

Associated Notes []

Supervisory []

3. Enter the Entity, M for the Create the Job E/M
4. Enter the Job Code, Short and Long Description
5. Enter the EEO Job Group and the Workers Comp Group

Entity: ROOT ROOT ENTITY

Create the Job E/M: M Job Code: 00010

Short Description: CLERK I Long Description: CLERK I

Job Class/Code Table Requirements Skills Responsibilities Notes

Job Class/Code Table

Action: NEW New Record

Job Type: []

EEO Job Group: 06 ADM SUPPORT

Pre-Placement Exam: []

Salary Schedule: []

Column/Range: []

Misc Code 1/CBEDS (CA): [] 2: [] 3: [] 4: []

Misc Value 1: 0.00 2: 0.00 3: 0.00 4: 0.00000 5: 0.00000

Workers Comp: 008810 CLERICAL OFFICE EMP

FLSA []

STRS: []

Paraprofessional Course: []

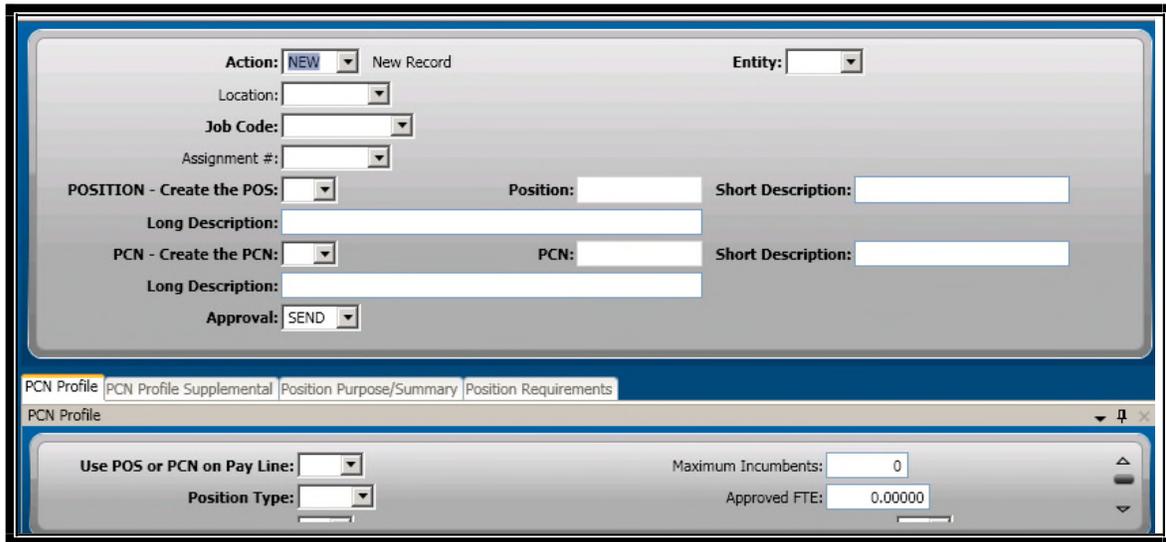
Associated Notes []

Supervisory []

6. Hit Enter to Save

Section 17: How to Add a PCN/ Position Definition

1. Access HRTBPC – PCN/ Position Table
2. Select the “+” at the top of the screen



The screenshot displays a software interface for defining a Position or PCN. At the top, there is an 'Action' dropdown menu set to 'NEW' with a 'New Record' label, and an 'Entity' dropdown menu. Below these are fields for 'Location:', 'Job Code:', and 'Assignment #:'. The main section is divided into two parts: 'POSITION - Create the POS:' and 'PCN - Create the PCN:'. Each part includes a dropdown menu, a 'Position:' or 'PCN:' text field, and a 'Short Description:' text field. Below the PCN section is an 'Approval:' dropdown menu set to 'SEND'. At the bottom, there are tabs for 'PCN Profile', 'PCN Profile Supplemental', 'Position Purpose/Summary', and 'Position Requirements'. The 'PCN Profile' tab is active, showing 'Use POS or PCN on Pay Line:' dropdown, 'Position Type:' dropdown, 'Maximum Incumbents:' text field (value 0), and 'Approved FTE:' text field (value 0.00000).

3. Enter the Entity
4. Select the location
5. The Job Code that you just defined will now be available in the drop down
6. Select the correct assignment number
7. Set the Create the POS to 01
8. Set the Create the PCN to P
9. Modify the Short and Long Descriptions if needed

Action: NEW New Record
Entity: ROOT ROOT ENTITY
 Location: 02 MAYOR/STAFF
Job Code: 00040 CLERK IV
 Assignment #: 001 Assignment 1
POSITION - Create the POS: 01 Position: 0200040001 Short Description: CLERK IV
 Long Description: CLERK IV
PCN - Create the PCN: P PCN: 0200040001 Short Description: CLERK IV
 Long Description: CLERK IV
Approval: SEND Send

10. On the PCN Profile tab, set the Use POS or PCN on the Pay Line to POS
11. Set the Position type to CYCC
12. Set the PCN Budget to 01
13. Enter the effective dates
14. Enter the hours a day and periods a year
15. You may now hit Enter to save

PCN Profile | PCN Profile Supplemental | Position Purpose/Summary | Position Requirements
Use POS or PCN on Pay Line: POS Maximum Incumbents: 0
Position Type: CYCC City or County Approved FTE: 0.00000
PCN Budget Status: 01 BUDGET BY FTE STRS:
 PCN Status:
 Position Active: A ACTIVE APU: Round:
 APU2: Round:
PCN Effective Dates: 01/01/1950 12/31/2050
 Board Approval Date:
Hours/Day: 8.00000 Days/Week: 5.00 Hours/Week: 40.00
Periods/Year: 12.00 Days/Year: 260.00 Work Day Code:
Ratio Factors 1: 1.00000 2: 0.00000 3: 0.00000 4: 0.00000

16. You may add additional information on the PCN Profile Supplemental Tab such as Department, Division, Pay Class, and Salary Schedules. If this information is used, it will default to the employee's Quick Pay Assignment when assigned.

PCN Profile | PCN Profile Supplemental | Position Purpose/Summary | Position Requirements

PCN Profile Supplemental

EEO Function: Record Type: Safety Sensitive

Grade Level: Calendar: Itinerant

Bargaining Unit: Pay Class: 999 Para Course:

Department: 02 MAYOR/STAFF Supervisor:

Division: 0200 MAYOR/STAFF Position APU: 0.000

CBEDS/Misc: Holiday: 0.0

Exam Code: Vacation: 0.0

Schedule: Column/Range:

Step: Verify:

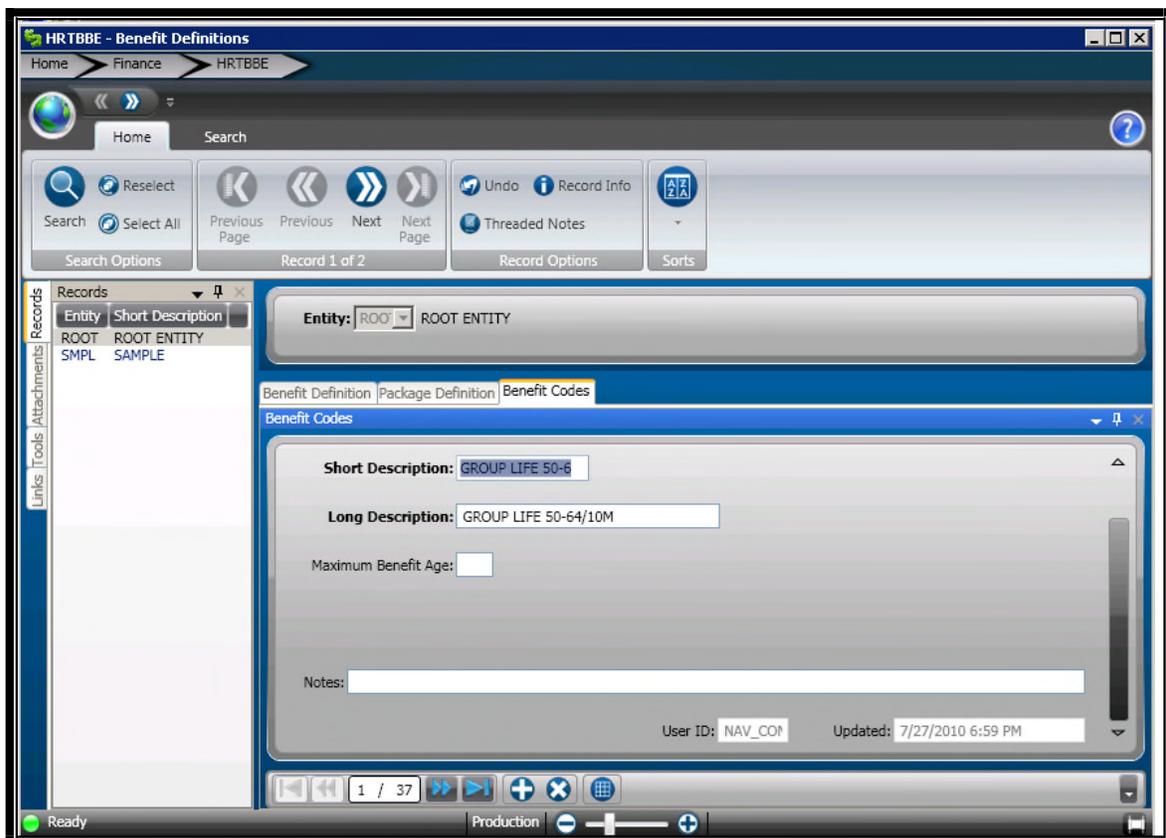
Misc Codes 1: 1 2: 0 3: 4:

Misc Value 1: 0.00 2: 0.00 3: 0.00 4: 0.00

17. Be sure to hit Enter to save the entire record.

Section 18: Creating a Benefit Definition

1. Access the Benefit Definition screen
 - a. HRTBBE
 - b. Favorite's Tab, Benefit Definitions
 - c. HR + TB + BE (Human Resources + Primary Tables + Benefit Definitions)
2. Select Benefit Code and add a 4 character benefit code if this is a new plan. A code is the first part of a benefit plan.
 - a. Example, a health plan might have a code of HLTH



3. Select the first tab, to add another plan select the + at the bottom of the screen.

Entity: ROOT ENTITY

Benefit Definition | Package Definition | Benefit Codes

Benefit Definition

Action: Plan: Short Desc:

Code: GROUP LIFE 50-64/10M Long Desc:

Type: Active Beg/End Dt: Dt Calc:

Category: Sort: Age: Gender:

CDH	Amount	Axp	SI	Fc	Bx	Special Code	Limit	Lxp
1039	41.70000	<input type="text" value="F"/>	<input type="text" value="A"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
C/D:	0.00000	<input type="text"/>	<input type="text"/>	<input type="text"/>	00	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:	41.70000							

Calc Cd: MANUALLY ENTER THE VALUE Cap/Amt/Cov 1: Cap/Amt/Cov 2:

Vendor: Group: Sub-Group:

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4. Select the code from the drop down list
5. Select the type from the drop down. A type is AT or PT (after tax or pre tax)
6. Select the category (coverage group)
7. The Plan name will be created from the three fields

Entity: ROOT ROOT ENTITY

Benefit Definition Package Definition Benefit Codes

Benefit Definition

Action: NEW Plan: 8F Short Desc: GROUP LIFE 50-6

Code: 8F GROUP LIFE 50-64/10M Long Desc: GROUP LIFE 50-64/10M

Type: Effective Beg/End Dt: 01/01/1900 12/31/2050 Dt Calc:

Category: Sort: NL Age: 0 Gender:

CDH	Amount	Axp	St	Fq	Bx	Special Codes	Limit	Lxp
CNT: 1062	41.70000	P	A	A				
C/D:	0.00000				00			
Total:	0.00000							

Calc Cd: MN MANUALLY ENTER THE VALUE Cap/Amt/Cov 1: Cap/Amt/Cov 2:

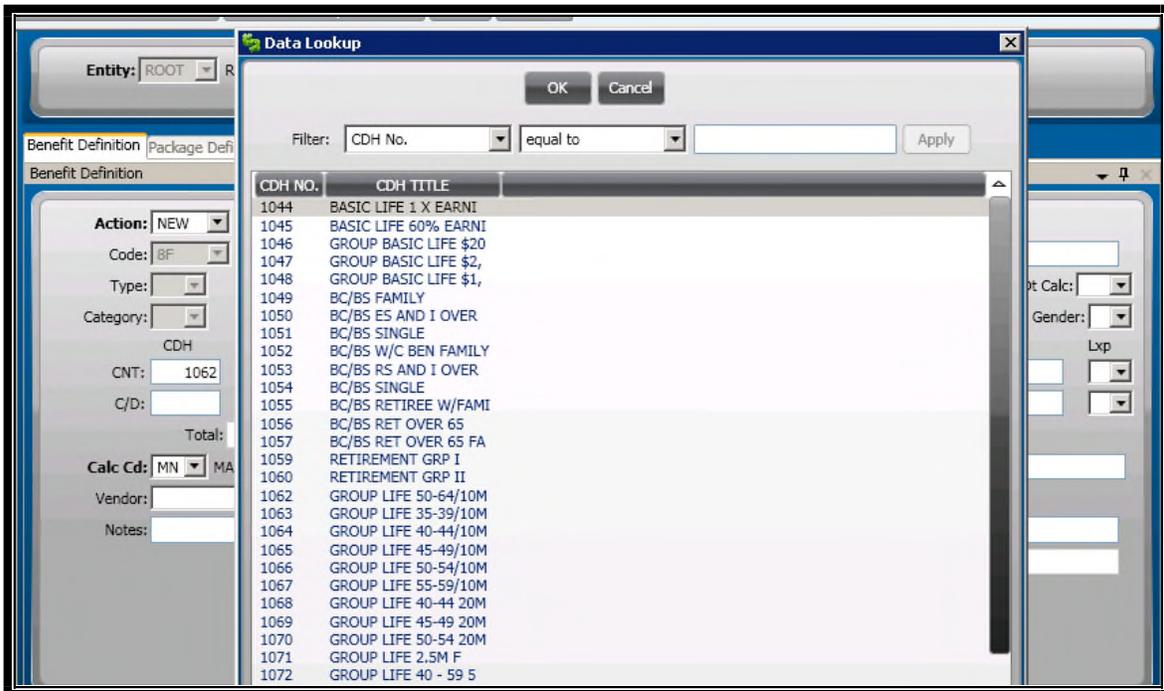
Vendor: Group: Sub-Group:

Notes:

User ID: NAV_CONV Updated: 11/12/2010 1:11 PM

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8. Enter a short description for the plan
9. Enter a long description for the plan
10. Enter the plan effective dates
11. Select the Sort group that this plans goes in.
12. In CNT, choose the look up option and select the correct contribution (city paid) number



13. Enter the city paid amount
14. Select P for AXP for per period amount
15. Select A for Status
16. Select the correct frequency code for when this plan is to be added into
for the city portion



17. In C/D, choose the look up option and select the deduction number for
the plan.
18. Enter in the employee paid amount
19. Select P for AXP for per period amount
20. Select A for Status
21. Select the correct frequency code for when an employee should have this
plan deducted from their pay check

22. Select the correct Calc Cd option. If this is a flat amount, enter FL

Benefit Definition [Package Definition] [Benefit Codes]

Benefit Definition

Action: NEW Plan: DENTATE1 Short Desc: DENT AT EMP+1

Code: DENT DENTAL Long Desc: DENTAL AFT-TAX EMPL + 1

Type: AT AFTER TAX Effective Beg/End Dt: 01/01/1900 12/31/2050 Dt Calc: NA

Category: E1 EMPLOYEE + 1 Sort: DNT Age: 0 Gender:

CDH	Amount	Axp	St	Fq	Bx	Special Codes	Limit	Lxp
CNT: 1115	6.14000	P	A	A				
Q/D: 2120	2.14000	P	A	A				
Total:	8.28000							

Calc Cd: FL FLAT RATE Cap/Amt/Cov 1: Cap/Amt/Cov 2:

Vendor: Group: Sub-Group:

Notes:

User ID: BSC Updated: 8/15/2008 2:45 PM

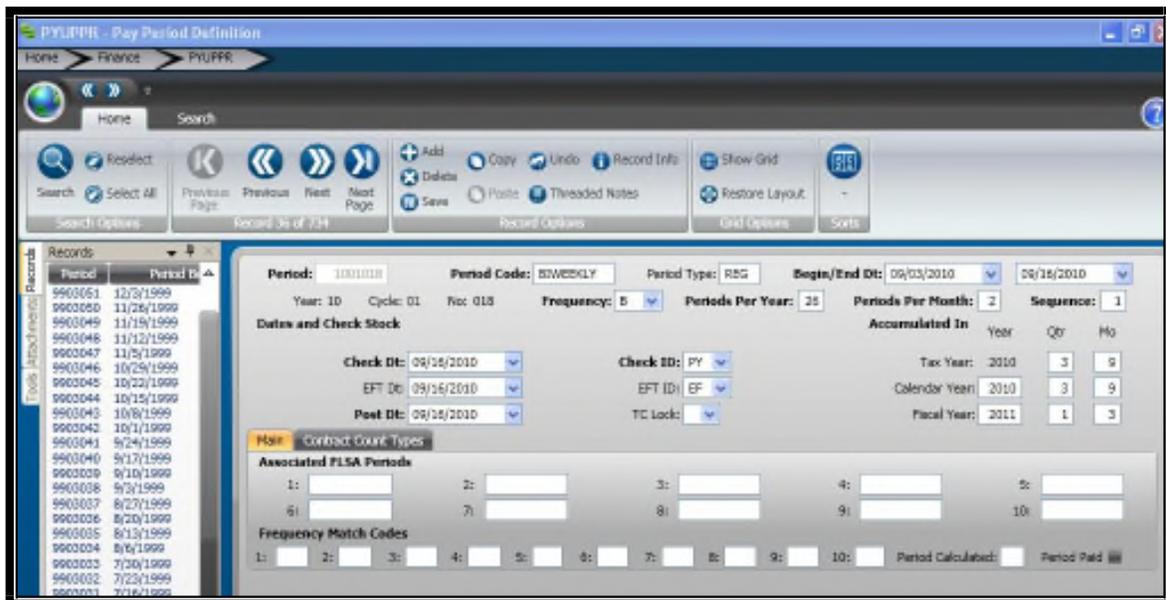
23. Hit enter to save the plan.

24. This plan may now be assigned to an employee in Benefit Assignments

25. Repeat steps 3 through 23 for additional plans.

Section 19: Creating Pay Period Definitions

1. Access PYUPPR – Payroll System + Update Data Base + Pay Period Definitions
 - a. When running a payroll, the pay periods defined within this table will define the correct date range, which quarter they pay is accumulated in as well as when they checks are to be posted and dated.
 - b. With three different pay cycles, the pay period will also distinguish who gets paid on which.



2. Towards the end of each year, a year of pay periods will need to be set up for each of the three payroll cycles.
3. To add a new period, select the + at the top of the screen.

The screenshot shows a payroll system interface with the following fields and sections:

- Period:** 0000000
- Period Code:** [Empty]
- Period Type:** [Empty]
- Begin/End Dt:** [Empty]
- Year:** 00
- Cycle:** 00
- No:** 000
- Frequency:** [Dropdown]
- Periods Per Year:** 0
- Periods Per Month:** 0
- Sequence:** 0
- Dates and Check Stock:**
 - Check Dt:** [Dropdown]
 - EFT Dt:** [Dropdown]
 - Post Dt:** [Dropdown]
 - Check ID:** [Dropdown]
 - EFT ID:** [Dropdown]
 - TC Lock:** [Dropdown]
- Accumulated In:**

	Year	Qtr	Mo
Tax Year:	0	0	0
Calendar Year:	0	0	0
Fiscal Year:	0	0	0
- Main Contract Count Types** (Tabbed)
- Associated FLSA Periods:**

1:	2:	3:	4:	5:
6:	7:	8:	9:	10:
- Frequency Match Codes:**

1:	2:	3:	4:	5:	6:	7:	8:	9:	10:
----	----	----	----	----	----	----	----	----	-----
- Period Calculated:** [Input]
- Period Paid:** [Input]

4. The first field is the PERIOD number. This number will be used throughout the payroll process. The period is a combination of three items. The first two digits are the fiscal year, the second two represents the pay cycle and the last three represent the sequence in the year.
 - a. For example, for tax year of 2010 and for pay cycle 2 (monthly) and for the first payroll in the year, the pay period would be:
1001010
 - b. 10 = tax year
 - c. 01 = pay cycle monthly (matches to employee master records)
 - d. 019 = 19th payroll in the year

The screenshot shows the same payroll system interface as above, but with the **Period** field updated to 1001019.

5. The pay cycle will distinguish who gets paid on which payroll. When hiring an employee, we assign them a pay class on the Employee Master record. This pay class ties to these pay periods. If my pay cycle is 01, I will get paid

on the payroll previously defined. If my pay cycle is 02, I will not get paid on this payroll.

The screenshot shows a software interface for managing employee records. At the top, there are navigation tabs for 'Home', 'Finance', and 'Employee Master'. Below this is a toolbar with various actions like 'Add', 'Delete', 'Copy', 'Undo', 'Save', 'Paste', 'Record Info', 'Show Grid', 'Restore Layout', and 'Sorts'. The main area displays employee details for 'HAMILTON, RAE ANN'. The 'Pay Cycle' field is highlighted with a red box and set to '02'. Other fields include 'Hire Date: 08/01/2010', 'Original Hire Date: 08/01/2010', 'Date of Birth: 01/11/1982', 'Age: 28', 'Days Worked: 260.00', 'Periods Worked: 12.00', 'Periods Paid: 12.00', 'Calendar: NORMAL', 'FTE: 1.00000', 'Check Dist: NA', 'Gender: F', and 'Race: C'.

6. The next field when creating a pay period is the Period Code. The period code should represent the pay cycle associated with this pay period. In our example, my period code would be Monthly.
7. Period Type is a field that we use to distinguish a normal payroll period vs an exception payroll period. For all normal pay periods, this would be REG. In the future, when creating exception pay periods this would be EX.

8. Begin/End Dates represent the pay period date range. In our example, our date range for a monthly pay period, the first in the year would be for the month of January.

Period: 1001019 Period Code: BIWEEKLY Period Type: REG Begin/End Dt: 09/17/2010 09/30/2010
Year: 10 Cycle: 01 No: 019 Frequency: [dropdown] Periods Per Year: 0 Periods Per Month: 0 Sequence: 0

9. Frequency code should match the Period Code. M = Monthly
10. The Periods Per Year represents how many periods in a year that this pay cycle has. For a monthly pay cycle, this would be 12. For a bi weekly, this would be 26.
11. Periods Per Month represents how many times this group gets processed each month. For monthly, this will always be 1. For bi weekly, this would be 2 with the exception of those two months that have 3 payroll runs.
12. Sequence represents which payroll run in that periods per month are we defining. For example, monthly will always be 1. Periods Per Month = 1 therefore that sequence would be 1. For a bi weekly pay period, the periods per month will be 2 or 3 and depending on which pay cycle we are defining for that month, would define the sequence. For example, the first payroll in a month of a bi weekly group would have Periods Per Month = 2 and the Sequence = 1. For the second payroll run in the same month, Periods Per Month = 2 and Sequence = 2.

Period: 1001019 Period Code: BIWEEKLY Period Type: REG Begin/End Dt: 09/17/2010 09/30/2010
Year: 10 Cycle: 01 No: 019 Frequency: B Periods Per Year: 26 Periods Per Month: 2 Sequence: 2

13. The next section we will be defining is when the check is to be dated as well as when this is to post.

14. Check Date, EFT Date and Post Date are all specific to this pay period.

15. Check ID represents the Check ID that will distinguish this check as a payroll check. Generally this will be PY. The EFT will generally be EF.

The screenshot shows a payroll system configuration window. At the top, it displays 'Period: 1001019', 'Period Code: BIWEEKLY', 'Period Type: REG', and 'Begin/End Dt: 09/17/2010' to '09/30/2010'. Below this, it shows 'Year: 10', 'Cycle: 01', 'No: 019', 'Frequency: B', 'Periods Per Year: 26', 'Periods Per Month: 2', and 'Sequence: 2'. The 'Dates and Check Stock' section includes 'Check Dt: 09/30/2010', 'EFT Dt: 09/30/2010', 'Post Dt: 09/30/2010', 'Check ID: PY', 'EFT ID: EF', and 'TC Lock:'. The 'Accumulated In' table shows values for Tax Year (2010), Calendar Year (0), and Fiscal Year (0) across Year, Qtr, and Mo columns.

16. The next section is the Accumulated In area. This represents, when this payroll is accumulated in for our Employee Accumulator records. There are three sections, tax year, calendar year and fiscal year. This section will be filed out once you hit enter to save the record.

This screenshot shows the same payroll system configuration window as above, but with the 'Accumulated In' table populated. The 'Tax Year' is 2010, 'Calendar Year' is 2010, and 'Fiscal Year' is 2011. The 'Accumulated In' table shows values for Year, Qtr, and Mo for each of these years. Below the table, there are sections for 'Associated FLSA Periods' (1-10) and 'Frequency Match Codes' (1-10). The 'Main' tab is selected, and 'Contract Count Types' is visible.

17. The next section is for automating FLSA. Each FLSA period associated with the pay period would need to also be defined in this table and then tied to this pay period. This will require further discussion if needed.

18. Frequency Matching is how we tell the system which deductions/ contributions to take on specific periods. As previously discussed in the CDH Definition Sections, this area is where they are tied together. If using system recognized Frequency codes, they do not need to be entered here.

- a. A1 – Always the first paycheck in the month
- b. A2 – Always the second pay check in the month
- c. I3 – Inactive on the 3rd pay check in the month
- d. LT – Last pay period of the month
- e. A – Always

(If you are using client defined, each one that should be processed on the pay period, has to be entered here.)

The screenshot displays a payroll system configuration window. At the top, it shows 'Period: 1001019', 'Period Code: BIWEEKLY', 'Period Type: REG', and 'Begin/End Dt: 09/17/2010' to '09/30/2010'. Below this, there are fields for 'Year: 10', 'Cycle: 01', 'No: 019', 'Frequency: B', 'Periods Per Year: 26', 'Periods Per Month: 2', and 'Sequence: 2'. A section titled 'Dates and Check Stock' includes 'Check Dt: 09/30/2010', 'EFT Dt: 09/30/2010', and 'Post Dt: 09/30/2010'. To the right, 'Check ID: PY', 'EFT ID: EF', and 'TC Lock:' are shown. An 'Accumulated In' table lists 'Tax Year: 2010' (Qtr 3, Mo 9), 'Calendar Year: 2010' (Qtr 3, Mo 9), and 'Fiscal Year: 2011' (Qtr 1, Mo 3). The bottom section, 'Associated FLSA Periods', contains ten empty input boxes numbered 1 through 10. Below that, 'Frequency Match Codes' are shown as ten empty boxes numbered 1 through 10, followed by 'Period Calculated:' and 'Period Paid' checkboxes.

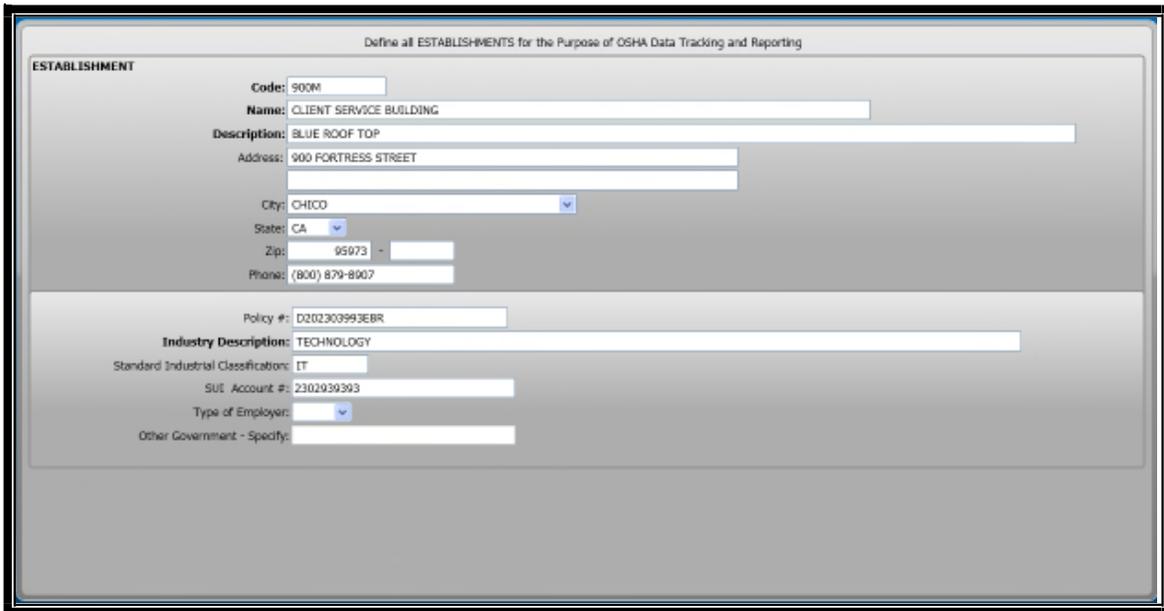
19. The last two areas are system generated. The Period Calculated will have either a 'Y' or an 'I'. If this pay period has been calculated, this will have a 'Y',

you may re calculate until the period paid is checked. If there is an error in the calculation process and there is an 'I' for incomplete, it will need to be removed and re calculated.

20. Period Paid, once the period has been paid, the system will place a check in the Period Paid box.

Section 20: Workers Compensation

1. Access HRWCES – Human Resources + Workers Compensation + Establishment Codes to define all of the different properties that an employee could be working at when filing a claim. For those employee’s that work in the field, a code for ‘in the field’ would need to be created as well as the actual physical locations.
 - a. This step will only need to be completed as part of the initial set up or if additional locations are to be added at a later date.



The screenshot shows a web-based form titled "Define all ESTABLISHMENTS for the Purpose of OSHA Data Tracking and Reporting". The form is divided into two main sections: "ESTABLISHMENT" and "Industry Description".

ESTABLISHMENT Section:

- Code: 900M
- Name: CLIENT SERVICE BUILDING
- Description: BLUE ROOF TOP
- Address: 900 FORTRESS STREET
- City: CHICO (dropdown menu)
- State: CA (dropdown menu)
- Zip: 95973
- Phone: (800) 879-8007

Industry Description Section:

- Policy #: D202303993EBR
- Industry Description: TECHNOLOGY
- Standard Industrial Classification: IT
- SIC Account #: 2302930303
- Type of Employer: (dropdown menu)
- Other Government - Specify: (text input field)

2. Access HRWCES – Human Resources + Workers Compensation + Occupational Injury to set up an employee, update an employee’s record or to verify information regarding the employee’s claim.

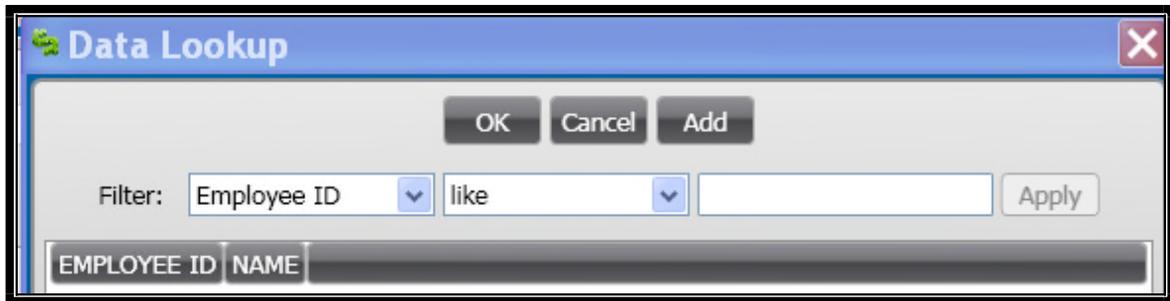
3. To add a new record, select the + at the top of the page

4. Select the correct Entity, which will be ROOT for active employee's
5. Select M on Generate Case # Method to manually enter the case number in the next field, select A to have the Case # automatically populated.
6. Enter 'City of <>' in the Description field.
7. Verify that the Employer Tab is selected

8. Enter the **case number**
9. The mailing address information will be populated since ROOT entity was selected above.
10. Select the Establishment Code (previously defined in HRWCES) where this case occurred. The address and phone will be populated based off of the establishments HRWCES record.
11. Select the Employee tab

The screenshot displays a software interface for managing employee records. At the top, there are input fields for 'Employer's Entity' (set to 'ROOT'), 'Generate Case # Method', 'Case #' (set to '0'), and 'Description' (set to 'CITY GOVERNMENT'). Below this, a tabbed interface shows the 'Employee' tab selected. The main form area is divided into several sections: 'GENERAL EMPLOYEE INFORMATION' with fields for Date of Birth, Hire Date, As of Date (12/08/2010), Gender, Home Address, State, Zip, City, and Phone; 'POSITION INFORMATION' with fields for Record Type, Position, Hours/Day, Days/Week, Hours/Week, and Employee Usually Works; and 'GROSS SALARY INFORMATION' with fields for Under what class code of your policy were wages assigned?, Gross Wages Salary (\$: 0.00), per, and Other payments not reported as wages salary (\$: 0.00).

12. Select ROOT entity
13. Select LOOKUP and select the correct employee or manually enter the employee's ID number.
14. If searching for an employee, you may change the Filter to ID or Name



15. Double click the employee
16. Their SSN, Name, Type and HR and PY status as well as their date of birth hire date, gender and address from their HR Employee Master record.
17. The employee's Primary Assignment (main position) will also be populated from the employee's Quick Pay record.
18. Select Override Position Defaults
19. Enter the Disposition in the Employment Status drop down.
20. Enter in the employee's normal work days per week. Hitting tab will fill in the hours/ week field.
21. Enter in the classification code
22. Run your Workers Compensation Average Weekly Wages report
23. Enter in the output in the Gross Wages Salary field.
24. Select W for week for PER field.
25. Select the Occurrence Specific Tab

26. Select the type of injury under Injury/ Illness
27. Select the Cause of Injury in the OSHA Illness Code drop down.
28. Enter the date of the injury
29. Enter the time of the injury
30. Enter the employee's starting time
31. Enter in the date of death if the employee passed away.
32. Enter the last day the employee worked
33. Enter in the Notification date in **Date of Employer's Knowledge**
34. Enter the date the employee was provided with the workers compensation papers
35. Enter in the date the employee returned to work
36. Check the box next to Occurred on Employer's Premises if applicable
37. Enter the employee's department under LOCATION
38. Enter in the body parts affected
39. Select the Additional Details tab

The screenshot shows a web form with the following sections:

- Employee Specific:** (tabbed)
- Occurrence Specific:** (tabbed)
- Additional Details:** (active tab)
 - Equipment/Materials/Chemicals employee was using when event/exposure occurred.
 - Specific activity employee was performing when event/exposure occurred.
 - How Injury/Illness Occurred. Describe sequence of events, etc..**
 - Physician Name and Address
 - If hospitalized as an inpatient, name and address of hospital.
 - Completed By Title

40. Enter the workers compensation comments in the How Injury/ Illness Occurred text field
41. Enter the employee's Physician's Name and Address and hospital if applicable
42. Fill in the Completed By Title
43. Hit Enter to save the record
44. Select ATTACHMENTS on the left side
45. Select Add an Attachment
46. Name Employee Worker's Compensation Notes
47. Attach Word Document
48. Update with necessary notes
49. Date and Initial
50. Save document
51. Access HRWCOD – Human Resources + Workers Compensation + OSHA Days Tracking to have the system count how many days they were out or have been out or on light duty.

The screenshot shows a web-based form for recording employee absences. At the top, there are dropdown menus for 'Action' (set to 'NEW'), 'Employer's Entity', and 'Entity'. Below these are input fields for 'Case #' (containing '0') and 'ID'. Further down, there are fields for 'Name', 'Injury/Illness', 'Type', 'Date', 'Description', 'SSN', 'HR', and 'PY'. A checkbox labeled 'Report To OSHA' is checked. The form is divided into two main sections: 'Missed Days' and 'Light Duty Days'. Each section contains an 'Effective Dates' field (with a date range and a calendar dropdown), an 'Override Days/Hours' checkbox, and summary fields for 'Total Days', 'Total Hours', and 'Grand Total'. The 'Missed Days' section shows 'Total Days: 0' and 'Total Hours: 0.00'. The 'Light Duty Days' section also shows 'Total Days: 0' and 'Total Hours: 0.00'. At the bottom, there is a 'Notes' section with a large text input area.

52. Select Search and enter in the employee's ID or the Case number
53. Hit Enter to query to employee
54. Under Missed days, enter in the effective dates of missed days
55. Link back to the employee's HR Employee Master record to find which calendar or work schedule they are on.
56. Back on HRWCOD, select the correct calendar. The system will then count how many defined work days were between begin and end dates.
57. Repeat on Light Duty Days if necessary.
58. Hit Enter to save the record

Section 21: HR Tracking Screens

A. Example Risk Management Driving History

1. Access HREMES – Human Resources + Employee Information + Education and Skills

The screenshot shows the 'General' tab of the HREMES system. At the top, there is a header with fields for Entity (SMP), Employee ID (E00001), SSN (432-98-5647), Name (PEPITA, ISABELA), Type (FTNX), HR (A), and PV (A). Below this is a navigation bar with tabs: General, Tuition, License/Certifications, Skills, Training, Course Units, Experience, and Work History. The 'General' tab is active, showing a form for a new degree record. The form includes fields for Action (NEW), Degree (ABA), Degree Description (ASSOCIATE OF BUSINESS ADMIN), Type, Pending status, Issue Date (12/15/1996), Credits (120.0), and GPA (3.23). The Major is set to BSADM (BUSINESS ADMINISTRATION) and the Institution is CSU (CHICO STATE). There are also fields for Minor, Misc, and a Notes section.

2. Select the License Certifications tab

The screenshot shows the 'License/Certifications' tab of the HREMES system. The form is for a new Drivers License record. The License/Cert Type is set to DVL (DRIVERS LICENSE). The Issue Dt is 11/02/2007 and the Expiration Dt is 11/02/2011. The Registration State is CA. The Registration ID is empty. There are also fields for Verification Dt, Special Field 1, 2, and 3, Misc, and a Notes section. A checkbox for 'Satisfies Federal NCLB Requirement' is present and checked.

3. Select the License/ Cert Type and select Drivers License
4. Enter in the license issue date in the Issue Date field

5. Enter the DDC refresher date in the expiration date field
6. Verification Date = Date of accident
7. Special Field 1 (will rename to Preventable?): Yes or No
8. Special Field 2 (will rename to Drug Tested?): Yes or No
9. Special Field 3 (will rename to Injuries?): Yes or No
10. Registration ID = Vehicle Number
11. Enter in the cost of repair in the first misc field
12. Enter in the cost of the city vehicle in the second misc field
13. Enter in the disciplinary action in the third misc field
14. Enter in the type of accident in the fourth misc field
15. Enter the employee's date of hire in the fifth misc field
16. Enter in the narrative in the notes field
17. Hit Enter to save the record
18. To add another accident, select the + on the lower half of the screen
19. Repeat steps 3 through 17

B. Example: Drug Testing Tracking

1. Select HREMETS – Human Resources + Employee Information + Employee Tracking

The screenshot shows a web application interface for drug testing tracking. At the top, there are fields for Employee ID (E00001), SSN (432-98-5647), Name (PEPETA, ISABELA), Type (FTND), HR (A), and PY (A). Below this is a navigation bar with tabs for Testing, Physical and Chemical, Supplemental Tracking, Equipment Checklist, Awards, and Memberships. The 'Testing' tab is active. The form contains the following fields and values:

- Action: NEW
- Test Cd: CPR
- Test Dt: 06/01/2006
- Expiration Dt: 06/01/2016
- Results Cd: P
- Test Results: [Text Field]
- Confidential Results: [Checkbox]
- Misc: [Five Input Fields]
- Notes: [Text Field]
- User ID: RSI
- Updated: 7/31/2008 3:12 PM

2. Search for the employee you are adding the drug test record to
3. Select the Drug Test Code in the Test Cd drop down
4. Enter the date the test was given in the Test Dt field
5. Enter the results of the drug test in the Results Cd field
6. Enter any test result comments in the Test Results text field
7. Enter the Lab Process amount in Misc code 1
8. Enter the Lab Other amount in Misc code 2
9. Enter the Lab Collect amount in Misc code 4
10. Enter the MRO Paid amount in Misc code 5
11. Hit Enter to save the record

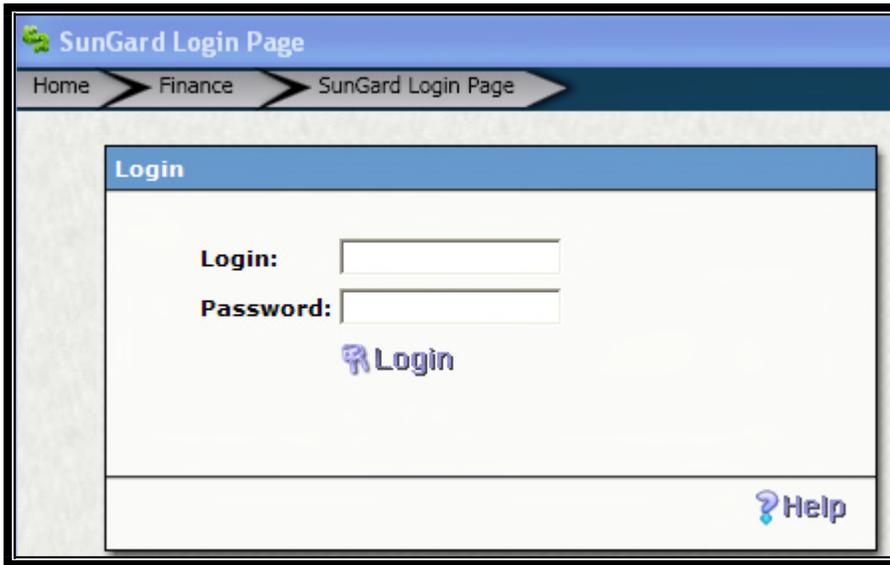
12. To add another drug test, select the + at the bottom on the screen and repeat steps 3 through 11.

Section 22: Timecard Online

1. Payroll first must open up the pay period that they would like to allow their employee's to enter time for.
 - a. NUUPPS
 - b. Select Timecard Tab
 - c. Select hours
 - d. Enter the pay period (YY+CC+SEQ)
 - i. This must match the pay period the was entered in PYUPPR
 - e. Enter the dates associated with that period
 - f. Hit the save button
2. The pay period is now open for the timekeepers to enter time
3. They may now run their TO Balance Report for scheduled hours
4. Follow this section for entering hours
5. After entering hours, run the TO Balance Report again to verify that the hours balance back to the scheduled hours.

Timecard Online is a web-based system that enables you, the timekeeper, to easily access your own timesheet as well as a group of timecards based upon your security. The City may grant The interactive nature of Timecard Online enables end users to have better access to their timesheets, accrual balances and electronically submit time for payroll to process.

To access Timecard Online, click on the **Timecard Online** icon from the Inside "client" Human Resources site. You will be prompted with the following screen:



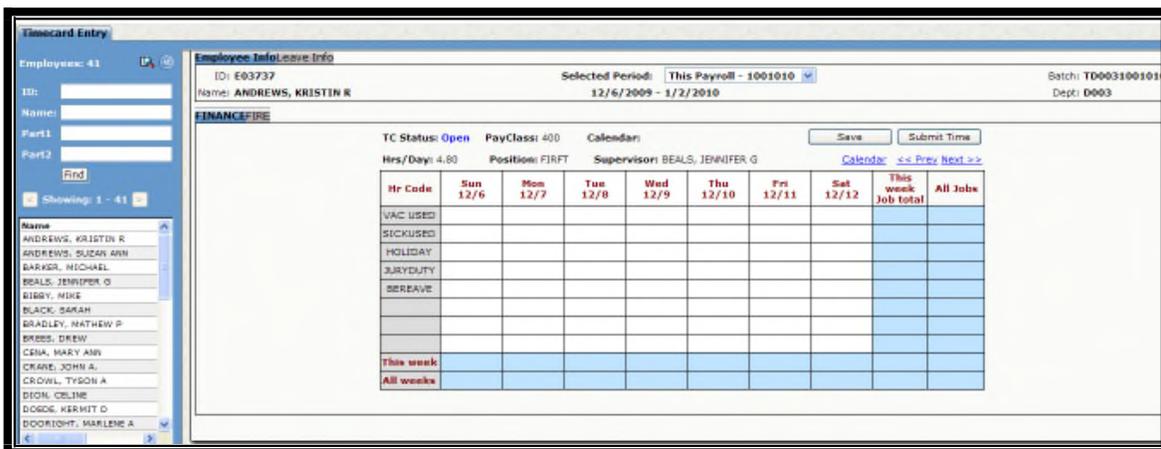
1. Use the same login as you use for your e-mail.

2. Enter your password.

3. Select **Login**

You are now logged into to your timesheet as well as a group of employee's timesheets. The data is secure to you and Payroll.

The first timesheet that opens when you log in as a "timekeeper" is your own.



The top section has the employee's ID, the active pay period (used in Payroll), the batch name which is also used for payroll, the employee's name, and dates of the pay period and the department of that employee.

Employee Info Leave Info		
ID: E00021	Selected Period: This Payroll - 1001010	Batch: T011001010
Name: LUNDEEN, MARGARET	12/6/2009 - 1/2/2010	Dept: 0001

The section below will have the employee's position, TC Status which refers to where the timecard is in approval process for the active pay period.

TC Status: Open	PayClass: 100	Calendar:
Hrs/Day: 8.00	Position: ADAN1	Supervisor: BEALS, JENNIFER G

There are four possible TC Statuses.

Open = Able to update the timecard

Submitted = Submitted, waiting for approval from the timecard approver

Rejected = Approver reject an entry on the timecard. Time will need to be modified and re submitted.

Approved = Time has been submitted and approved

The **Pay Class** refers to the hours this employee is able to put time against. It's a grouping of accrual plans and hours subject to have time put against. Think of this as your Traditional and PTO groups.

Hrs/Day refers to how many hours a day this position would be if it were full time.

Position is the employee's position within ONESolution.

As a Timekeeper, you will have a menu item on the left which holds all of the employee's timesheets that you have security to access.



The screenshot shows a web application interface titled "Timecard Entry". At the top, it displays "Employees: 41" with a magnifying glass icon and a back arrow. Below this are four input fields labeled "ID:", "Name:", "Part1", and "Part2", followed by a "Find" button. A status bar indicates "Showing: 1 - 41" with left and right navigation arrows. The main content is a scrollable list of employee names, including: ANDREWS, KRISTIN R; ANDREWS, SUZAN ANN; BARKER, MICHAEL; BEALS, JENNIFER G; BIBBY, MIKE; BLACK, SARAH; BRADLEY, MATHEW P; BREES, DREW; CENA, MARY ANN; CRANE, JOHN A.; CROWL, TYSON A; DION, CELINE; DOEDE, KERMIT D; and DOORIGHT, MARLENE A. The list has a vertical scroll bar on the right side.

You have the ability to scroll through the employee's names using the scroll bar in the menu as well as the ability to directly search for the employee using either their name (last name first) or Employee ID.

Select the day you want to enter the time for. Click in the box on the day and the hour for the time.

Hr Code	Sun 12/6	Mon 12/7
FLSA OT		
OVERTIME		
VAC USED		8
SICKUSED		

Continue with the first week of time you are entering. Once the first week is completed, select the Next >>

TC Status: Open		PayClass: 100		Calendar:		Save		Submit Time	
Hrs/Day: 8.00		Position: ADAN1		Supervisor: BEALS, JENNIFER G		Calendar		<< Prev Next >>	
Hr Code	Sun 12/6	Mon 12/7	Tue 12/8	Wed 12/9	Thu 12/10	Fri 12/11	Sat 12/12	This week Job total	All Jobs
FLSA OT									
OVERTIME									
VAC USED		8	8						
SICKUSED									
This week									
All weeks									

This will take you to the second week in the pay period. Notice that the time you entered in the first week will show as totals in the second week.

TC Status: **Open** PayClass: 100 Calendar:

Hrs/Day: 8.00 Position: ADAN1 Supervisor: BEALS, JENNIFER G [Calendar](#) << Prev Next >>

Hr Code	Sun 12/13	Mon 12/14	Tue 12/15	Wed 12/16	Thu 12/17	Fri 12/18	Sat 12/19	This week Job total	All Jobs
FLSA OT									
OVERTIME									
VAC USED									16.00
SICKUSED									
This week									
All weeks		8.00	8.00					16.00	16.00

Enter the time as needed for the second week and select **Save**.

TC Status: **Open** PayClass: 100 Calendar:

Hrs/Day: 8.00 Position: ADAN1 Supervisor: BEALS, JENNIFER G [Calendar](#) << Prev Next >>

Hr Code	Sun 12/13	Mon 12/14	Tue 12/15	Wed 12/16	Thu 12/17	Fri 12/18	Sat 12/19	This week Job total	All Jobs
FLSA OT				2.00				2.00	2.00
OVERTIME									
VAC USED									16.00
SICKUSED									
This week				2.00				2.00	2.00
All weeks		8.00	8.00	2.00				18.00	18.00

The **TC Status** will remain Open until the time is submitted. Do not submit the time until all time has been entered for the two week period. Hitting submit locks the timecard for the approver to either accept or reject the time submitted.

Hitting **Submit Time** will change the **TC Status** to Submitted.

TC Status: Submitted PayClass: 100 Calendar:								Save	Submit Time
Hrs/Day: 8.00		Position: ADAN1		Supervisor: BEALS, JENNIFER G		Calendar << Prev Next >>			
Hr Code	Sun 12/13	Mon 12/14	Tue 12/15	Wed 12/16	Thu 12/17	Fri 12/18	Sat 12/19	This week Job total	All Jobs
FLSA OT				2.00				2.00	2.00
OVERTIME									
VAC USED									16.00
SICKUSED									
This week				2.00				2.00	2.00
All weeks		8.00	8.00	2.00				18.00	18.00

Notice that the timecard is now grayed out which allows for no more changes at this point.

Electronic approval for routing will now send the appropriate timecards to the correct approver for review prior to being sent to payroll for processing.

Once you have completed time for one employee, select the next employee from your list of employees and repeat until all time has been entered and submitted. To get the entire list of names to appear again, remove the employee's name or ID (search criteria) and hit enter. This will populate the menu with all employee's in your timekeeping group.

Timecard Entry

Employees: 41

ID:

Name:

Part1

Part2

< Showing: 1 - 41 >

Name
ANDREWS, KRISTIN R
ANDREWS, SUZAN ANN
BARKER, MICHAEL
BEALS, JENNIFER G
BIBBY, MIKE
BLACK, SARAH
BRADLEY, MATHEW P
BREES, DREW
CENA, MARY ANN
CRANE, JOHN A.
CROWL, TYSON A
DION, CELINE
DOEDE, KERMIT D
DOORIGHT, MARLENE A

BALANCE NOT AVAILABLE

When entering time, if the employee does not have the available balance to take a specific type of leave, the system will prompt with a block stating no available balance.

Warning: Entry has exceeded available Vacation balance by: 8.00000

Employee Info/Leave Info
 ID: E03737 Selected Period: This Payroll - 1001010
 Name: ANDREWS, KRISTIN R 12/6/2009 - 1/2/2010

FINANCE/FIRE

TC Status: Open PayClass: 400 Calendar: Save Submit Time
 Hrs/Day: 4.00 Position: FIRPT Supervisor: SEALS, JENNIFER G Calendar Prev Next >>

Hr Code	Sun 12/6	Mon 12/7	Tue 12/8	Wed 12/9	Thu 12/10	Fri 12/11	Sat 12/12	This week Job total	All Jobs
VAC USED		8.00						8.00	8.00
SICKUSED									
HOLIDAY									
JURYDUTY									
BEREAVE									
This week		8.00						8.00	8.00
All weeks		8.00						8.00	8.00

To view the employee's available balance, select the Leave Info tab. The hours shown are the employee's available hours to take per specified leave as of the last payroll.

Employee Info/Leave Info	Vacation	Sick	Personal	Comp
ID: E03737 Name: ANDREWS, KRISTIN R	0.00000	0.00000	0.00000	0.00000

TIME REJECTED

If the approver rejects the time an employee submitted, the employee's timesheet must be modified and re submitted.

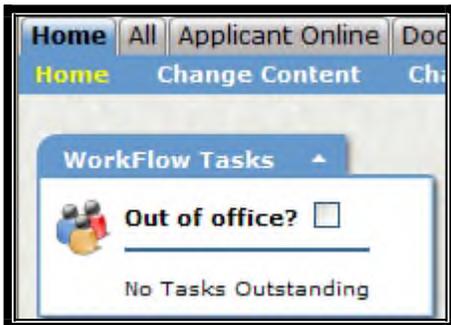
The time the approver rejected will be in red as well as the **TC Status** will change to Rejected.

Modify the timesheet (notice it is no longer grayed out) and re submit the time.

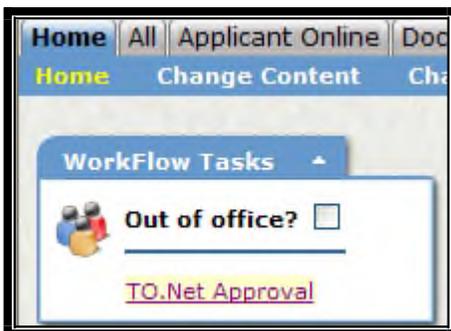
TIMECARD APPROVER

Each time a timekeeper or an employee submits their time sheet by selecting the **Submit Time** button on the timecard, an electronic approval route will take the employee's timecard to the appropriate approver.

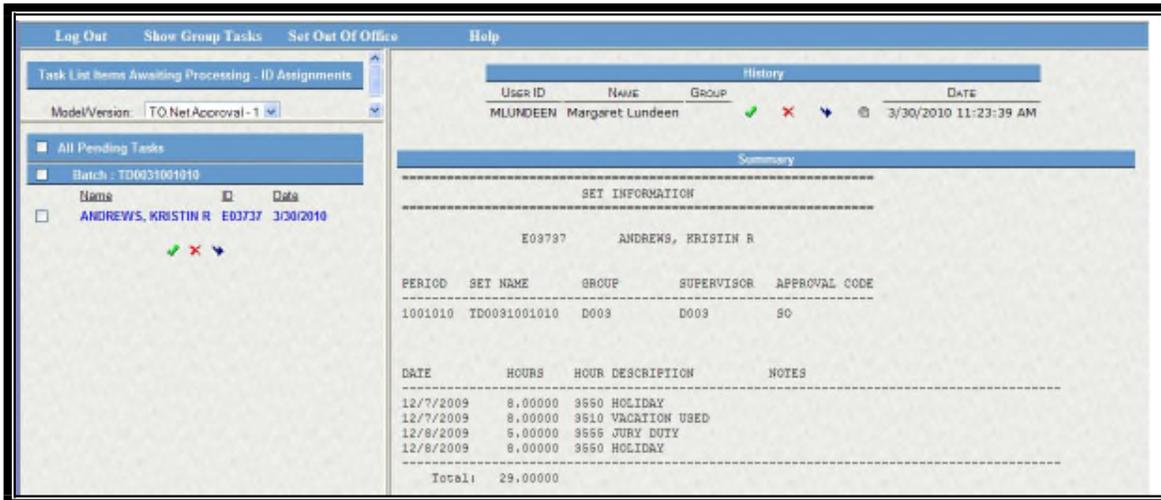
As an approver, when you log into ONESolution with your user name and password, the first screen you will see will notify you when you have timecards to approve in the section labeled WorkFlow Tasks.



In the screen shot above, the employee has no timecards to approve. When you have timecards to approve, your task list will show that you have an approval waiting.



To view the approval(s), select the TO.Net Approval. ONESolution will then open up another screen to show your approvals in more detail.



The left side of the screen will list each employee that you need to approve time for separately.



To view that employee's time, select the name or by default, if there is only one employee, the detail information will already be viewable on the right side of the screen.

History					
USER ID	NAME	GROUP			DATE
MLUNDEEN	Margaret Lundeen				3/30/2010 11:29:42 AM

Summary					
=====					
SET INFORMATION					
=====					
E00003	BEALS, JENNIFER G				
PERIOD	SET NAME	GROUP	SUPERVISOR	APPROVAL CODE	
1001010	TD0011001010	D001	D001	SO	
DATE	HOURS	HR	DESCRIPTION	NOTES	
12/7/2009	2.00000	3310	FLSA OVERTIME		
1/1/2010	8.00000	3310	FLSA OVERTIME		
1/1/2010	8.00000	3310	FLSA OVERTIME		
1/2/2010	8.00000	3310	FLSA OVERTIME		
1/5/2010	8.00000	3005	OT STRAIGHT PAY		
1/12/2010	8.00000	3005	OT STRAIGHT PAY		
Total:		42.00000			

The User ID and Name will reflect your name and ID. The Summary section will show the pay period, the employee's name as well as the dates and hours being submitted.

To accept the time, select the 

To Reject the time, select the 

To pass this timecard onto the next person in your approval order (if set up), select the 

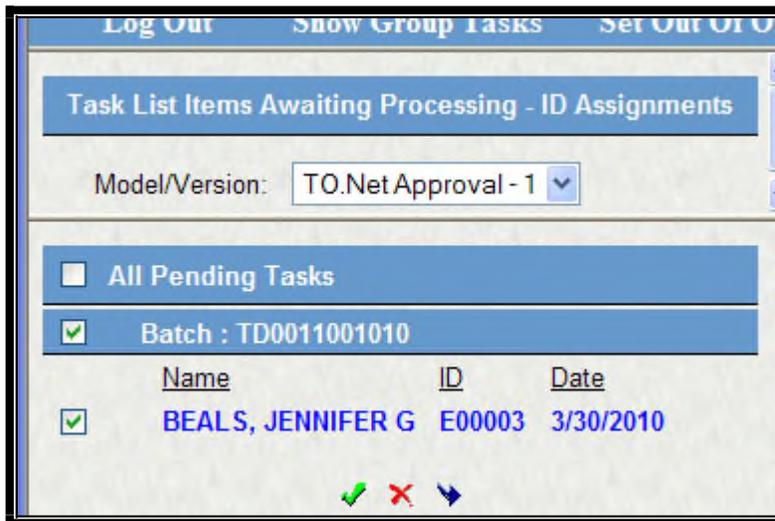
Accepting the time will show the employee's timecard as accepted and payroll can now pull the time into the payroll system to begin calculating.

If the time is rejected, the employee or timekeeper will need to modify the timecard and resubmit.

Passing the timecard will give the next person in line a notification on their task list that they have an employee's timecard to approve.

If you would like to accept all timecards at once after reviewing the time, back on the left side of the screen, select the box next to the Batch: (timecard name) and

select the . This will approve, reject or forward all employees in that batch.



As an approver or supervisor, you have the ability to run a report to see who has not submitted their timesheets yet.

Select Supervisor Report from your dashboard (we will need to have this part of their dashboard setup)

Enter the pay period that you are working with (this is the value at the top of the employee's timecard)

Select **Submit**

Once the report is complete, you will get a list of all of your employee's timecards for that pay period.

Supervisor Time Entry Report (IFPY)							
Pay Period: 1001010				Report Date: 03/30/2010			
Dates: 1/1/2010 - 1/31/2010							
Group	Emp ID	Employee Name	Batch	Date	CDH	Hours	WF Status
		WF Code 100					
	E00001	LUNDEEN, MARGARET	24001001010T	01/13/2010	3525	8.08	O
	E00001	LUNDEEN, MARGARET	24001001010T	01/13/2010	3525	4.00	O
		<i>Total Hours for Employee</i>	E00001			12.08	
	E00022	STE.MARIE, KIM	24001001010T	01/04/2010	3525	8.00	O
	E00022	STE.MARIE, KIM	24001001010T	01/04/2010	3540	4.00	O
	E00022	STE.MARIE, KIM	24001001010T	01/05/2010	3525	8.00	O
	E00022	STE.MARIE, KIM	24001001010T	01/06/2010	3015	8.00	O
		<i>Total Hours for Employee</i>	E00022			28.00	
		Total Hours for WF CODE	100			40.08	

The **WF Status** will either be **O** for Open so now time has been submitted by the employee or the timekeeper but they have entered and saved it on their timesheet. A **S** means that the employee or timekeeper has submitted the employee's timecard.

The report will also show you the date and hours the employee has entered on their timesheet.

To run this report for a specific person, enter the pay period and then enter either their name or ID number.

If you choose to use the name criteria, enter the last name and a * if you are not sure what the legal name is of the employee.

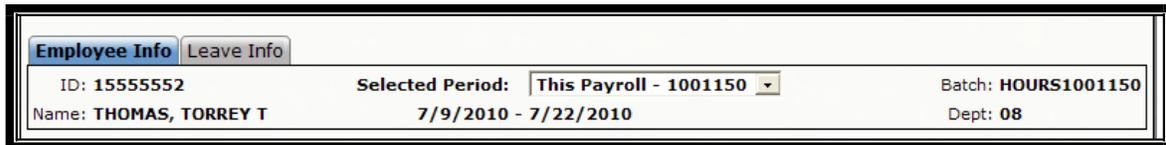
Supervisor Time Entry Report (IFPY)							
Pay Period: 1001010				Report Date: 03/30/2010			
Dates: 1/1/2010 - 1/31/2010							
Group	Emp ID	Employee Name	Batch	Date	CDH	Hours	WF Status
2400		WF Code 100					
	E00001	LUNDEEN, MARGARET	24001001010T	01/13/2010	3525	8.08	O
	E00001	LUNDEEN, MARGARET	24001001010T	01/13/2010	3525	4.00	O
<i>Total Hours for Employee</i> E00001						12.08	
Total Hours for WF CODE				100		12.08	
Total Hours for Group				2400		12.08	
Total Hours for Pay Period - 1001010						12.08	
Total Hours for this report						<u>12.08</u>	

Section 24: Processing Payroll

1. After the setting a deadline for all time to be submitted, payroll may now run PYTCIFPY. PYTCIFPY is a mask that takes the time from Timecard Online and places it in the internal timekeeping screen, PYTCDTUB. Once the time is in PYTCDTUB, payroll may update or modify the time.

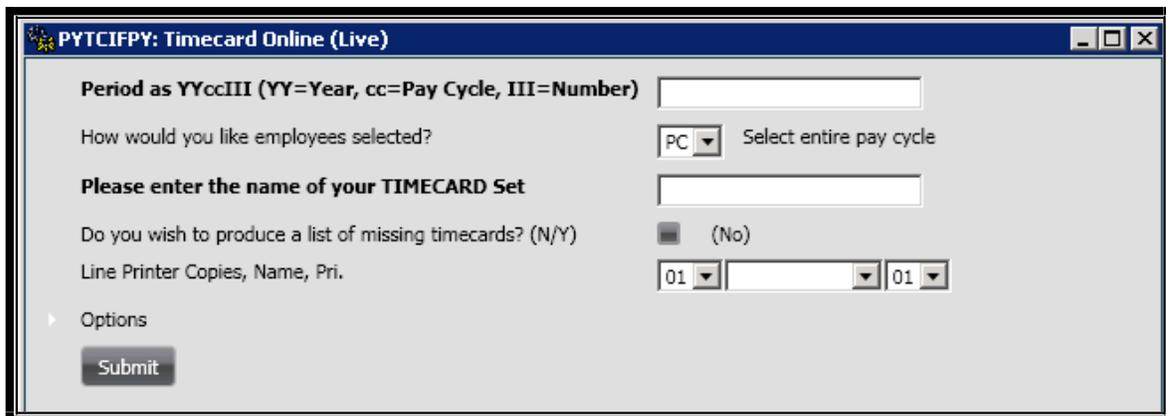
- a. PYTCIFPY = Payroll + Timecard + Interface + Timecard Online
- b. Enter the pay period that you are running
- c. Select by ID for testing or by PC when running everyone
- d. Enter your set name which is defined on Timecard Online next to

Batch:



A screenshot of a web form titled "Employee Info" with a "Leave Info" tab. The form contains the following information: ID: 1555552, Name: THOMAS, TORREY T, Selected Period: This Payroll - 1001150 (with a dropdown arrow), Batch: HOURS1001150, and Dept: 08. The selected period is also displayed as 7/9/2010 - 7/22/2010.

- e. Hit Submit to run the import



A screenshot of a web form titled "PYTCIFPY: Timecard Online (Live)". The form includes the following fields and options: "Period as YYccIII (YY=Year, cc=Pay Cycle, III=Number)" with an empty text box; "How would you like employees selected?" with a dropdown menu set to "PC" and the text "Select entire pay cycle"; "Please enter the name of your TIMECARD Set" with an empty text box; "Do you wish to produce a list of missing timecards? (N/Y)" with a checked checkbox and the text "(No)"; "Line Printer Copies, Name, Pri." with three dropdown menus, the first set to "01" and the last to "01"; an "Options" section with a right-pointing arrow; and a "Submit" button.

- f. Close the job
- g. Go back to your Home Tab to check your jobs

	Description	Job Number	Mask
+ >	Classic Job: PYUTSO	209514	PYUTSO
+ >	Classic Job: PYUTSO	209513	PYUTSO
+ >	Classic Job: PYPAFC	209512	PYPAFC
+ >	Classic Job: PYPAFC	209511	PYPAFC
+ >	Classic Job: PYPAFC	209508	PYPAFC
+ >	Classic Job: PYPAFC	209507	PYPAFC

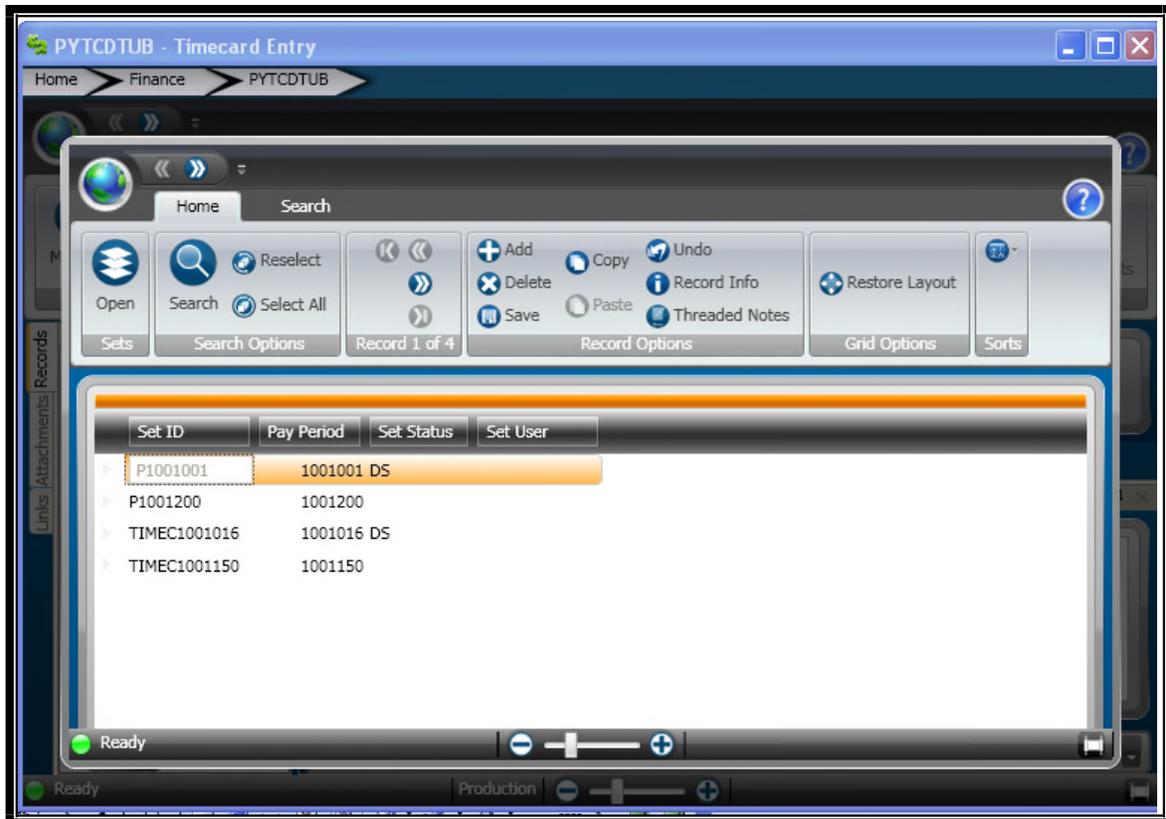
h. Look for the PYTCIFPY Mask that you just ran and check that it completes.

+ >	Classic Job: PYTCIFPY	209437	PYTCIFPY	Completed	Classic Job	9/15/2010 10:04 AM
-----	-----------------------	------------------------	----------	-----------	-------------	--------------------

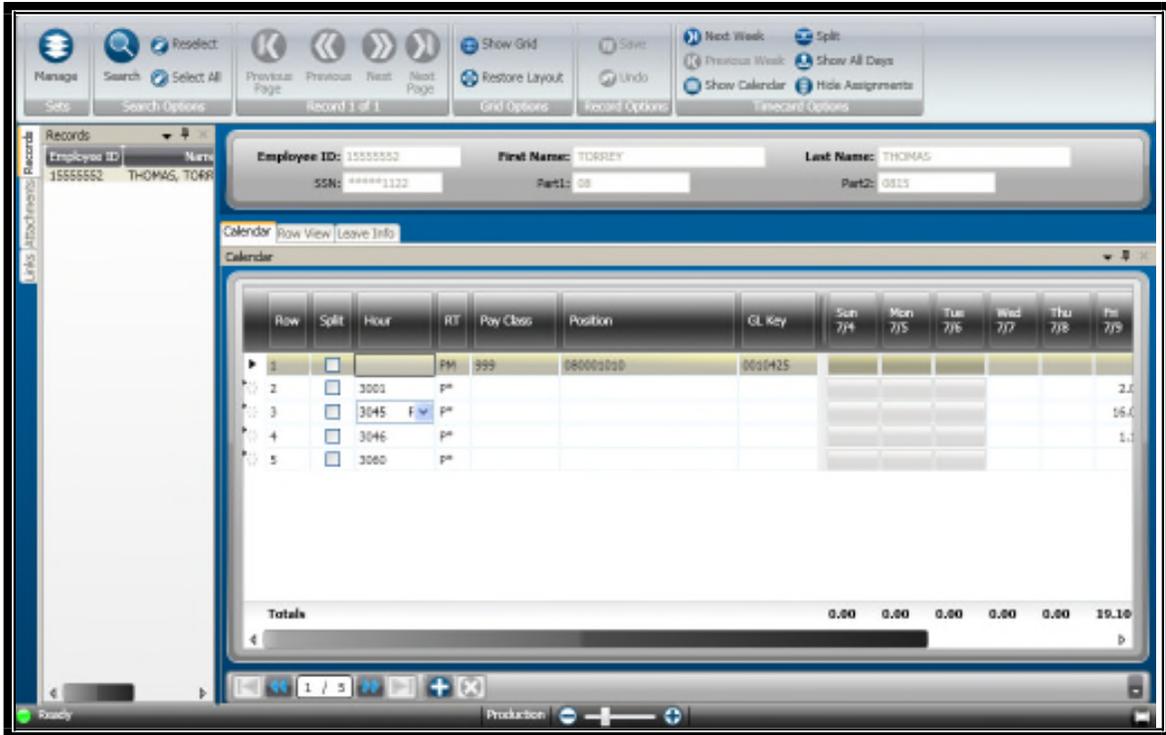
i. Continue onto the next step once it is complete.

2. Now access PYTCDTUB to make any modifications to the employee's time.

a. PYTCDTUB = Payroll + Timecard + Daily Time + Update Database



- b. Select the batch you are working with by clicking on the line
- c. Select the Open Icon
- d. You will now see all of your employee's listed on the left hand column, to search for a specific employee, select the Search icon
- e. Enter the employee's name or ID and Hit Enter



- f. You're employee's record is now on your screen, to add another pay line, select the + at the bottom of the screen. This will create a new line where you will need to select the correct hour code.



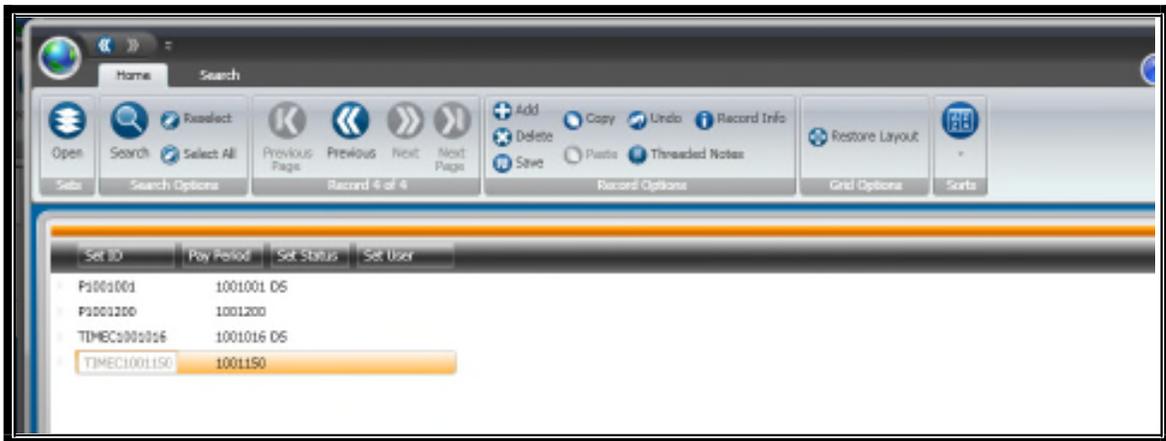
- g. Scroll to the right to the correct day and enter the number of hours



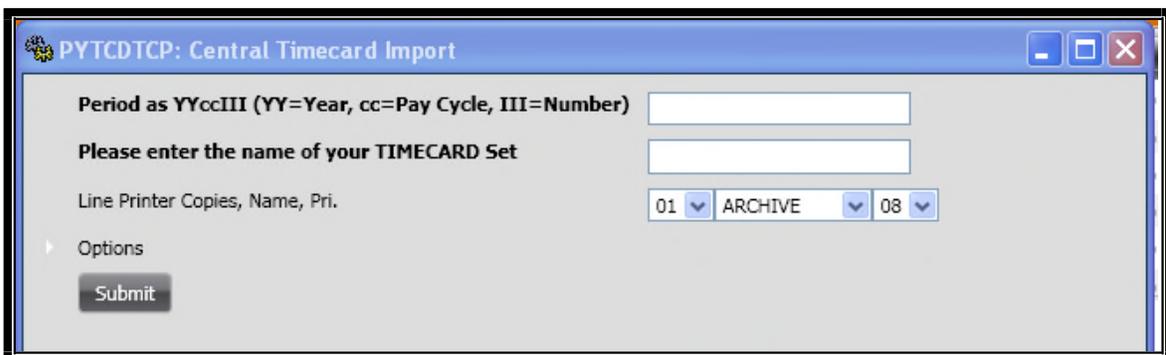
- h. Hit enter to save the record and repeat f and g until the employee's record is complete.
- i. If modifying time, scroll to the correct day and hour code and make the appropriate adjustment. Hit enter to save.
- j. To get back to the batches, select the Manage Icon.



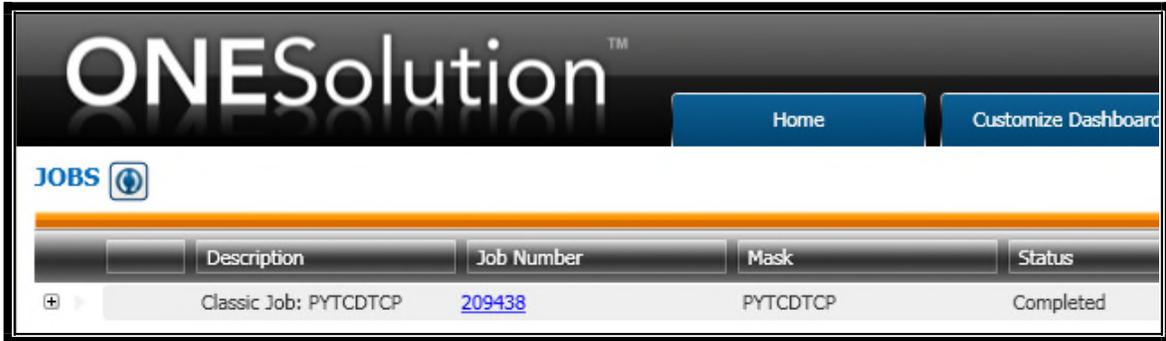
- k. You may now adjust another batch if necessary or close the screen to continue with the payroll process.



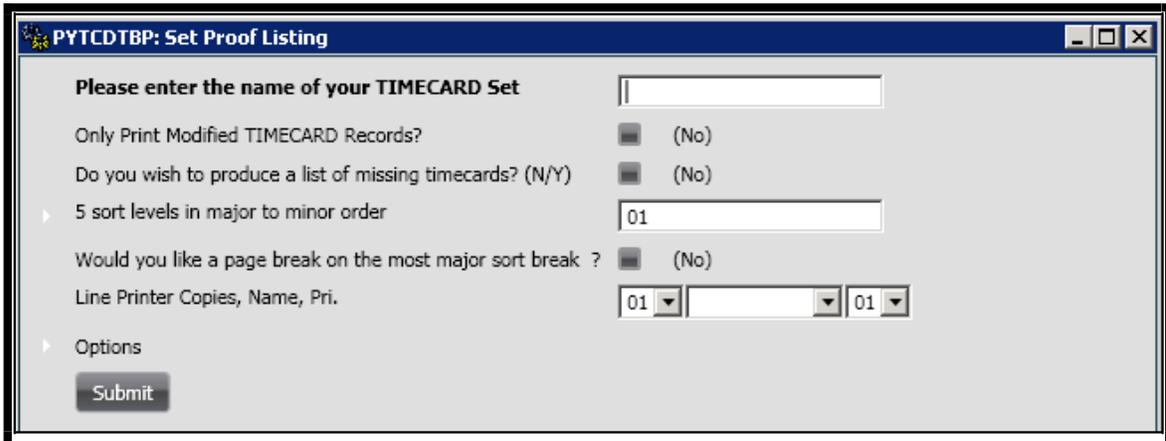
3. After all of your time has been modified or entered into PYTCDTUB – Payroll, you must release the ‘Central Time’ entered by running PYTCDTCP.



- a. Period = pay period (ex. 1001015)
- b. Enter the same batch name
- c. Hit Submit
- d. Close the screen and go back to your home tab to verify that the job completes before moving on to the next step.



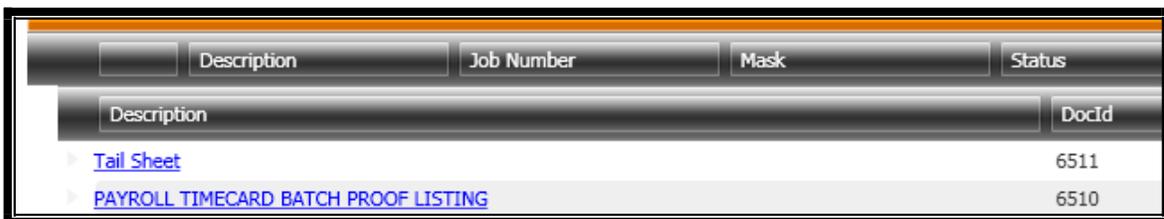
- 4. If any changes are made to any employee and you would like to review all of the time, a standard report may be ran to generate this information.
 - a. PYTCDTBP = Payroll + Timecard + Daily Time + Batch Proof



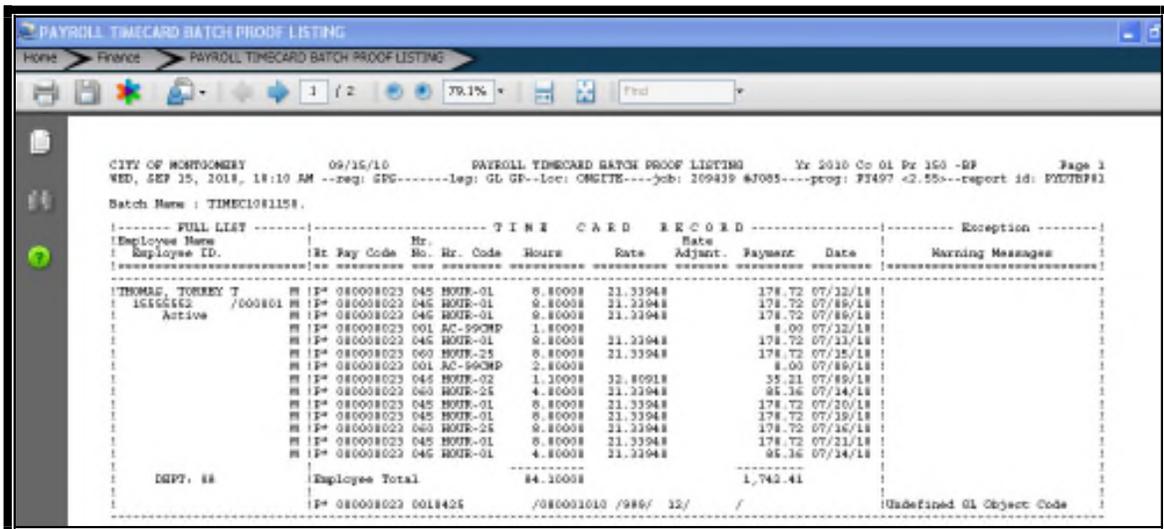
- b. Enter the same Batch name
- c. Hit Submit
- d. Go back to your home screen to verify the job completed, this job will also produce a report.



e. Select the + icon next to the mask to open up the documents



f. Select the Payroll Timecard Batch Proof Listing



5. Once the time is correct, you now will distribute or release the time to allow for the payroll calculations to take place.

a. PYTCDTDS = Payroll + Timecard + Daily Time + Distribute Set

PYTCDTDS: Distribute Set

Please enter the name of your TIMECARD Set

How would you like employees selected? Select entire pay cycle

Only Print Modified TIMECARD Records? (No)

5 sort levels in major to minor order

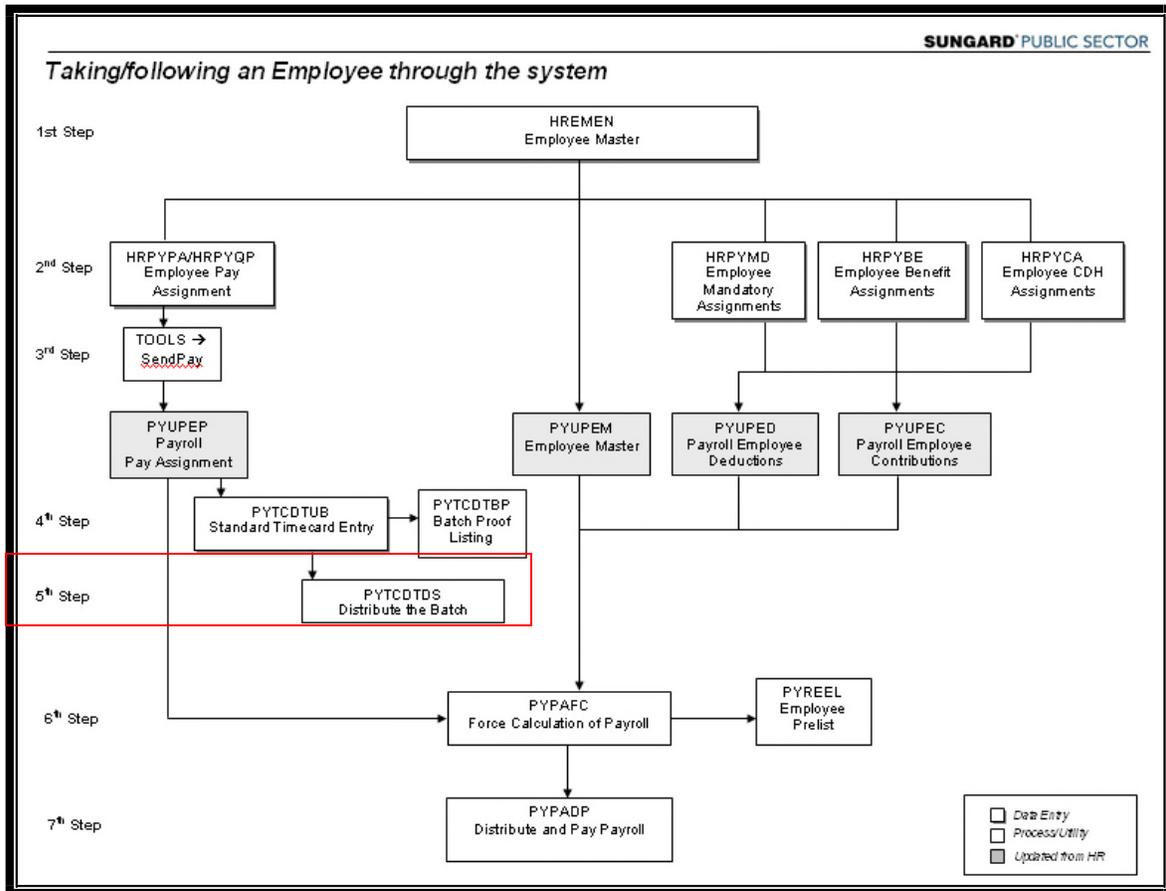
Would you like a page break on the most major sort break ? (No)

Line Printer Copies, Name, Pri.

Options

- b.** Enter the same set name as you have been using
- c.** Select how you would like to release the employee's time, PC will release all employee's.
- d.** Hit Submit
- e.** Check the jobs and verify that the job completed

NOTE: As the flow chart below shows, we are now at step 5. You will notice as the chart displays, after running the distribute set, you will now be able to calculate your payroll. Please refer to the flow chart at anytime if you forget where you are in your process. The visual is good reference point.



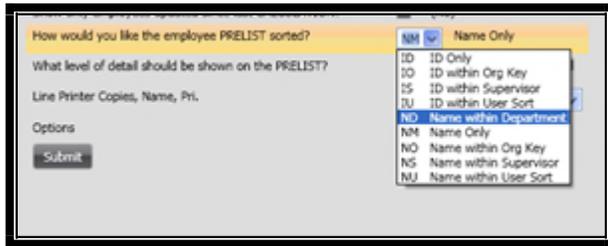
10. Once you have distributed or released all of the time entered and modify, the next step is to run a force calculation of payroll.

- a. PYPAFC = Payroll + Direct Payroll Function + Force Calculation
- b. You will no longer be asked to enter the set name and will only be entering the pay period in which you are working with.
- c. You may select your entire pay cycle or by ID or by specific selection criteria.
- d. Hit Submit
- e. Check the Home to verify that the job completed.

The term FORCE CALCULATION refers to the calculation of the employee's time entered plus time patched plus direct contributions minus the employee deductions. The contributions or employer paid portions are also calculated at this point. Once this process is completed, you will see what the employee's pay check would look like if no changes are made.

11. After the force calc, you will need to review what those calculations generated. The job to generate this is the employee pre list.
 - a. PYREEL = Payroll + Reports + Employee Pre List
 - b. Enter the pay period
 - c. Enter the selection criteria

d. Select how you would like the report to be sorted. Options are:



e. Select the level of detail for the report

f. Hit Submit

g. Close the screen and check the home tab for your job to be completed.

This job will create a report so you will need to select the + and select the Employee Pre List

12. After reviewing the output, you now may make changes to the employee's time or deductions and run step 5 and 6 again until the amounts are correct.

13. When making changes, refer to the flow chart to see how far back you must go in the process in order to make the change. However far back you go, you must make sure to complete all steps to get the pre list again.

a. Example 1 – employee is missing a deduction.

- i. Step 1 – HRPYCA – CDH Assignments
- ii. Step 2 – Add the deduction
- iii. Step 3 – Run the force calc
- iv. Step 4 – Run the pre list

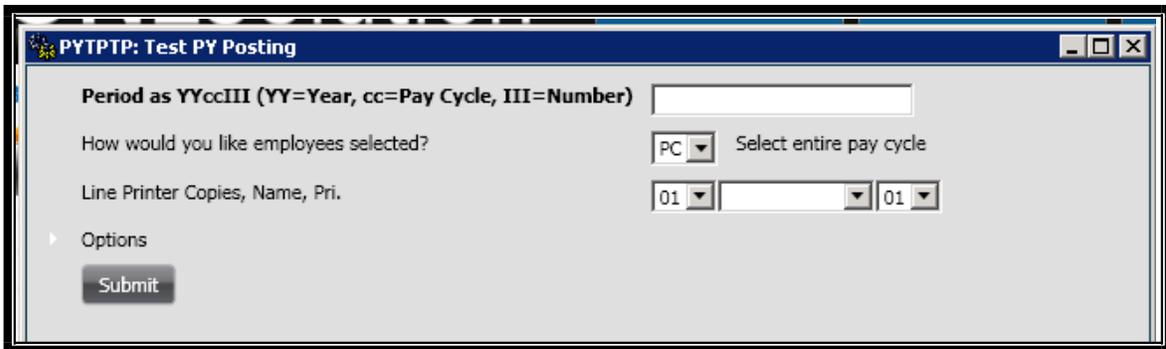
In this example, as the flow chart shows, we could skip down to the force calc. In the next example, we will add time and follow a different route in the flow chart.

- Example 2 – add time to an employee’s record
 - i. Step 1 – PYTCDTUB – Update Time
 - ii. Step 2 – Enter time
 - iii. Step 3 - PYTCDTCP – Import Central Time
 - iv. Step 4 – PYTCDTDS – Distribute Time
 - v. Step 5 – Run the force calc
 - vi. Step 6 – Run the pre list

14.After all of the amounts per employee and totals are correct for earnings, deductions and contributions, you may now run through the rest of the payroll process.

15.Always run a trial posting before running your live payroll

- a. PYTPTP = Payroll + Trial Payroll + Trial Posting
- b. Enter the pay period
- c. Hit Submit
- d. Go to the home page and verify that the job completes as well as review the posting report.



If this fails you need to run PYTPDB – Debug Trial Posting. This will tell us which employee is causing our posting to be off. Once this completes, run the Trial Posting until all employees are fixed and the trial posting completes.

PYTPDB: Debug Postings

Period as YYccIII (YY=Year, cc=Pay Cycle, III=Number)

How would you like employees selected? Select entire pay cycle

Line Printer Copies, Name, Pri.

Options

16. After the trial posting completes, you are now ready to complete your payroll process. In this next job, we are going to print checks, print EFTs and create payroll reports.

a. PYPADP = Payroll + Direct Payroll + Distribute and Pay

PYPADP: Distribute and Pay Payroll

Period as YYccIII (YY=Year, cc=Pay Cycle, III=Number)

How would you like employees selected? Select entire pay cycle

General check message

Line Printer Copies, Name, Pri.

Forms Printer Copies, Name, Pri.

Starting Check Number

Starting EFT Number

Options

17. Once your DP is completed, your EFT file is now created for the Bank.

18. Access the server to retrieve the EFT file that needs to be sent to the bank.

- a. E + pay period

19. You may now run any additional or client specific reports

20. The last step for the payroll side of the process is to run the PY to AP interface.

- a. PYUTAP = Payroll + Utilities + Accounts Payable Interface
- b. Once this completes, you may review your reports

PYUTAP: Accounts Payable Interface

Period as YYccIII (YY=Year, cc=Pay Cycle, III=Number)

How would you like employees selected? Select entire pay cycle

A/P Set name

Type of Set Immediate Pay

Transaction Description

Would you like Totals only on the report? (Yes)

Job number or ALL

Line Printer Copies, Name, Pri.

Process Check Maintenance REVERSALS only? (No)

Options

21. Access APOHBTUB to verify the batch is now in AP

22. Run APOHBTBP to generate a batch proof or listing for the Payroll AP Batch created

Section 25: Standard Reports

Under PYRESP, there are multiple reports. It is recommended that the client tests these reports to find which ones will work for them. Some reports may come up with blank data on the initial run, however, the output will show you which common codes need to be adjusted for the correct data to be pulled in.

```
ONESolution      06/06/11      LEAVE HOURS BALANCE RPT.      01/01/2001 - 06/06/2011      Page 1
MON, JUN 06, 2011, 1:20 PM --req: RAE.HAMI--leg: ZL ----loc: ONSITE----job: 206933 #J002----prog: PY588 <1.29>--report id: PYREHR05
```

Notice where it says prog: PY588, this area will generally refer you to a PYxxx, look this common code up in the common code manual and update to match what your criteria is.

In this section, you will be given a few examples of how to run a standard report as well as what the output may look like.

1. PYRESPxx – Payroll + Reports + Special Reports
 - a. PYRESPHR – Leave Balance Report

PYRESPHR: Leave Balance Report

Period as YYccIII (YY=Year, cc=Pay Cycle, III=Number)

How would you like employees selected? Select entire pay cycle

Major to minor sort sequence

A Subtotal Level from the previous selections

Line Printer Copies, Name, Pri.

Options

Launching Job... Production

b. PYRESPLB – Leave Balance/ Liability Report

PYRESPLB: Leave Bal/Liability Report

Report Date: 11/01/2010

How would you like employees selected?: PC Select entire pay cycle

Would you like to include the Liability (Y/N)? (Yes)

Line Printer Copies, Name, Pri.: 01 ARCHIVE 08

Options

Submit

Launching Job... Production

2. PYUTLV xx – Leave Tracking

- a. PYUTLVVW – View usage and accruals by date and type**
- b. PYUTLVLB – Multi Period Leave Balance Report**

PYUTLVLB: Multi Period Leave Balance Rpt

How would you like history selected? Period

Beginning period as YYccIII (YY=Year, cc=Pay Cycle, III=Number)

Ending period as YYccIII (YY=Year, cc=Pay Cycle, III=Number)

Use only paid history entries? (YN) (No)

How would you like employees selected? Select entire pay cycle

Major to minor sort sequence

A Subtotal Level from the previous selections

Line Printer Copies, Name, Pri.

Options

Ready Production

ONESolution 06/06/11 LEAVE HOURS BALANCE RPT. 01/01/2001 - 06/06/2011 Page 1
 MON, JUN 06, 2011, 1:20 PM --req: RAE.HAMI--leg: ZL ---loc: ONSITE---job: 206533 #J002---prog: FY588 <1.29>--report id: FYREHR05

Check Date	Hour	Beg. Balance	Accrued	Used	Date Taken	End Balance	Liability	Max Liability
Ck Pay	Base	No.	Code	No.	Code	Day		
BEALS, JENNIFER G E00003								
VAC. B		0.00000				0.00000	0.00	
SICK B		0.00000				0.00000	0.00	
USER26		0.00000				0.00000	0.00	
USER27		0.00000				0.00000	0.00	
USER28		0.00000				0.00000	0.00	
USER29		0.00000				0.00000	0.00	
USER30		0.00000				0.00000	0.00	
USER31		0.00000				0.00000	0.00	
USER32		0.00000				0.00000	0.00	
BLACK, BRADY E00017								
VAC. B		0.00000				0.00000	0.00	
SICK B		0.00000				0.00000	0.00	
USER26		0.00000				0.00000	0.00	
USER27		0.00000				0.00000	0.00	
USER28		0.00000				0.00000	0.00	
USER29		0.00000				0.00000	0.00	
USER30		0.00000				0.00000	0.00	
USER31		0.00000				0.00000	0.00	
USER32		0.00000				0.00000	0.00	

3. Access PYRESP94

PYRESP94: 941 Report by employee

A four-digit tax year

A one-digit quarter number

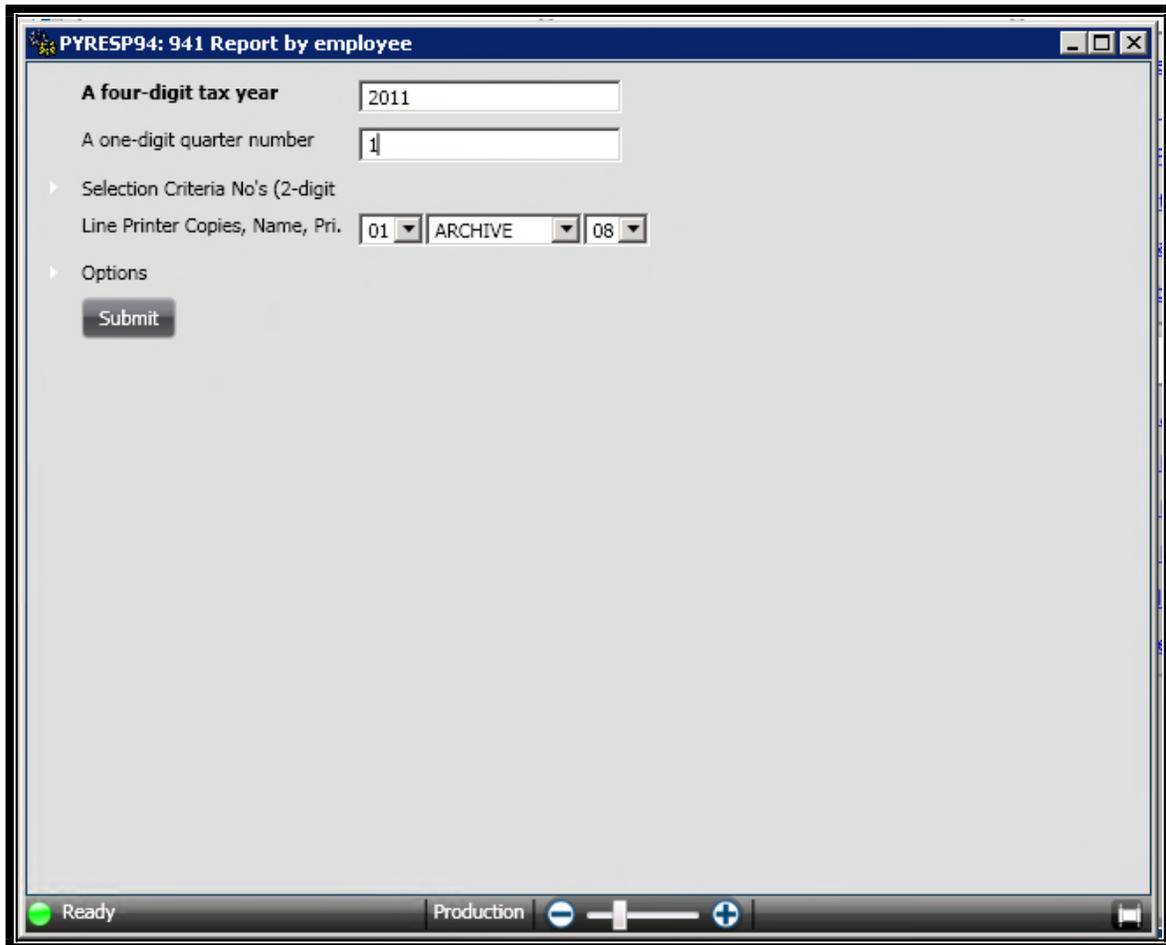
▶ Selection Criteria No's (2-digit)

Line Printer Copies, Name, Pri.

▶ Options

Ready Production

- a. Enter the tax year
- b. Enter the quarter



- c. Hit Submit
- d. Select the Jobs and wait until your report is completed
- e. Select the + next to the job
- f. Select your report

Section 26: Payroll Advanced Processes

1. Un do a payroll and Unpost the GL (or RL)

- a. Open up pay history and select the pay period you will be undoing
(PYUPPH)

CDH	Description	Amount	M	Net Pay	Description	Amount	M
3003	TIMECARD HOUR	2.00000	Y			0.00	
4003	TIMECARD HOUR	12.45000	Y			0.00	
5003	TIMECARD HOUR	24.90	Y			0.00	
1105	MEDICAL	350.00				0.00	
1125	VISION	15.00				0.00	
2110	MEDICAL AFTER-TAX	24.90				0.00	
3405	401K	0.50				0.00	
		0.00				0.00	

- b. Write down the JOB NUMBER from an employee's record

Job Number: 000205282

- c. Select PYUTUX (payroll undo and unpost the GL)
 - i. Enter the pay period
 - ii. Select RG – Regular pay cycle
 - iii. Enter the JOB NUMBER from PYUPPH
 - iv. Select ARCHIVE as a printer
 - v. Select Submit
- d. Go to your JOBS tab, once your job is complete, review the reports and check PYUPPH once again. The employee's check details should now read WP once again.

- e. The check numbers that were given in the original payroll Distribute and Pay are no longer usable unless you delete the check numbers from BKUPCD.

2. Voiding a check

- a. Open Pay History and select the employee that you would like to void the check for.
- b. Select the correct pay period
- c. Change the Check note from DP to WR (distribute and paid to waiting reversal)
- d. Next run PYRECM which will run a employee pre list for the reversal
 - i. Enter the pay period and the ID
 - ii. Select ARCHIVE as a printer
 - iii. Select Submit
- e. Go to the HOME tab and once the job completes, review the report and verify that all items are negatives
- f. Once the report looks correct, run PYPACM (Check Maintenance)
 - i. Enter the pay period
 - ii. Enter the ID
 - iii. Select ARCHIVE as the printer
 - iv. Select Submit
- g. Go to the HOME tab and once the job completes, review the reports and verify that all items were reversed.
- h. Go back to PYUPPH (pay history) and you should now have two records for the one pay period that you reversed.

- i. The record that you marked WR will now have a DR (Done Reversal)
- ii. The second record is the offset of that record and will have a check note of DO (Offset)

3. One Time Check

A. Create a new pay period

- a.** Select Pay Period Definition
- b.** Select the + button at the top of the screen
- c.** Enter the payperiod you are going to run. For example, if this was the first exception or one time check for the 1001024 pay period (24th payroll of the year) I would create my new period with a date of 1001124.
- d.** Type the pay cycle name
- e.** Enter the date range
- f.** Enter the correct frequency. (M for monthly, S for semi monthly, or B for bi weekly)
- g.** Enter the number of pay periods in this cycle a year
- h.** Enter the number in the month
- i.** Enter the posting date
- j.** Enter the check date
- k.** Enter the EFT date
- l.** Hit Enter to save the record

- B.** Enter the pay outs or exception hours on your in PYTCDTUB with the new pay period
 - a. Create a new batch
 - b. Name the batch HOURS+ pay period
 - c. Open the batch
 - d. Select the employee
 - e. Enter hours
- C.** Move Hours (PYTCDTCP)
 - a. Enter the hours set (HOURS + period)
 - b. Enter the Employee ID
- D.** Distribute Hours (PYTCDTDS)
 - a. Enter the hours set (HOURS + period)
 - b. Enter the Employee ID
- E.** Run a Force Calculation of Payroll (PYP AFC)
 - a. Enter the pay period
 - b. Enter the Employee ID
 - c. Select Archive as the printer
 - d. Submit
- F.** Run a Pre list on the employee
 - a. Enter the pay period
 - b. Enter the Employee ID
 - c. Select ARCHIVE as the printer
 - d. Submit

- G.** Repeat steps B through F until amounts are correct as if it were a regular payroll, only be sure to use ID as selection criteria.
- H.** Once the pre list is correct, run the Trial Posting (PYTPTP) by ID
- I.** Load the ELF Form
- J.** Run the Distribute and Pay (PYPADP) by ID
- K.** Run the AP Interface (PYUTAP)

Section 27: HR Utilities

1. Benefit Assignment Utility

- a. In order to use the benefit utility, you must end date the old plan and create the new benefit plan in HRTBBE – Benefit Definition. Please refer to Section 14 on How to Create a Benefit Definition for adding a new plan.
- b. Once your benefit definition has been defined, access HRUTBU-Benefit Assignment Utility.
- c. First select the appropriate option, most commonly used is for changing a benefit from one benefit to another or from one amount to another amount; in this case you would use option U. You always want to update the old (end date) and insert the new plan, therefore you will not lose history.

Option: Entity ID: Benefit Search Date: 04/07/2011 Test

Benefit Plan: Contribution CDH: Deduction CDH: Benefit Package:

Benefit Begin Date: Benefit End Date:

Employee ID: Type: Employee HR Stat: Employee PY Stat:

Bargaining Unit: Department: Division: Location:

Pre-Defined SQL Co:

Custom Select SQ:

New Information

New Effective Begin Date: New Effective End Date: New Benefit Plan:

Benefit Salary Code: Benefit FTE Code:

Contribution Apx: Employer Cd: 0.00000 Contribution CDH:

Deduction Apx: Employee Cd: 0.00000 Deduction CDH:

Contribution Status: Contribution Freq: Contribution Frequency Typ: 0 Spec Code:

Deduction Status: Deduction Freq: Deduction Frequency Typ: 0 Spec Code:

Calc Code: Date Calc: Use Date Calc Formula Salary 1: 0.00 Salary 2: 0.00

Vendor Code: Group: Sub Group:

Salary Index: Benefit Salary: 0.00 Benefit FTE:

- d. Next select the correct Entity
- e. The Benefit Search Date will default to today's date
- f. Next ALWAYS check TEST. This will run the utility in a test mode and you can review your results before updating an employee's assignment.
- g. Notice that there are two more sections on this screen, the first section is for selecting the current benefit plan and the second section is for entering the new benefit information.
- h. First select the Benefit Plan that you are updating and that is currently assigned to the employee's.

- i. Next enter the end date of the plan you are searching for. If this plan was open ended, you would put 12/31/2050. If it was created one year at a time, you would need to put the end of the benefit year.
- j. There are additional search criteria fields that you may choose to use if you are looking to select a specific group. In this scenario, we are updating all employees that have on benefit plan and is currently active.
- k. In the next section, New Information, we will enter the new benefit information.
- l. Enter the New Effective Begin and End Dates
- m. Enter the New Benefit Plan. Only the plans that are active within the effective dates that you entered will show in your drop down. Your old plan should no longer show since it was end dated in Step A.
- n. Benefit Salary Code and Benefit FTE Code are required fields, you will need to select the appropriate options for you, the most common are AP and 2.
- o. You will notice that the contribution and deduction information are filed in from your benefit plan definition.
- p. Hit Enter to run the utility, you will get a warning that this is in test and then a warning with the number of records you are going to update.

Option: [U] Update/Insert Benefit Entity ID: [SMPL] Benefit Search Date: [04/07/2011] Test

Benefit Plan: [MEDCPTE] Contribution CDH: [] Deduction CDH: [] Benefit Package: []

Benefit Begin Date: [] Benefit End Date: [12/31/2015]

Employee ID: [] Type: [] Employee HR Stat: [A] Employee PY Stat: [A]

Bargaining Unit: [] Department: [] Division: [] Location: []

Pre-Defined SQL Co: []

Custom Select SQ: []

New Information

New Effective Begin Date: [01/01/2011] New Effective End Date: [12/31/2015] New Benefit Plan: [MEDCPTE]

Benefit Salary Code: [AP] Benefit FTE Code: [1]

Contribution Axp: [P] Employer Cd: [215.00000] Contribution CDH: [1105]

Deduction Axp: [P] Employee Cd: [65.00000] Deduction CDH: [2105]

Contribution Stat: [A] Contribution Freq: [A] Contribution Frequency Typ: [0] Spec Code: [] [] [] [HRAC]

Deduction Status: [A] Deduction Freq: [A] Deduction Frequency Typ: [0] Spec Code: [] [] [] [HRAC]

Calc Code: [FL] Date Calc: [NA] Use Date Calc Formul Salary 1: [] 0.00 Salary 2: [] 0.00

Vendor Code: [] Group: [] Sub Group: []

Salary Index: [] Benefit Salary: [] 0.00 Benefit FTE: []

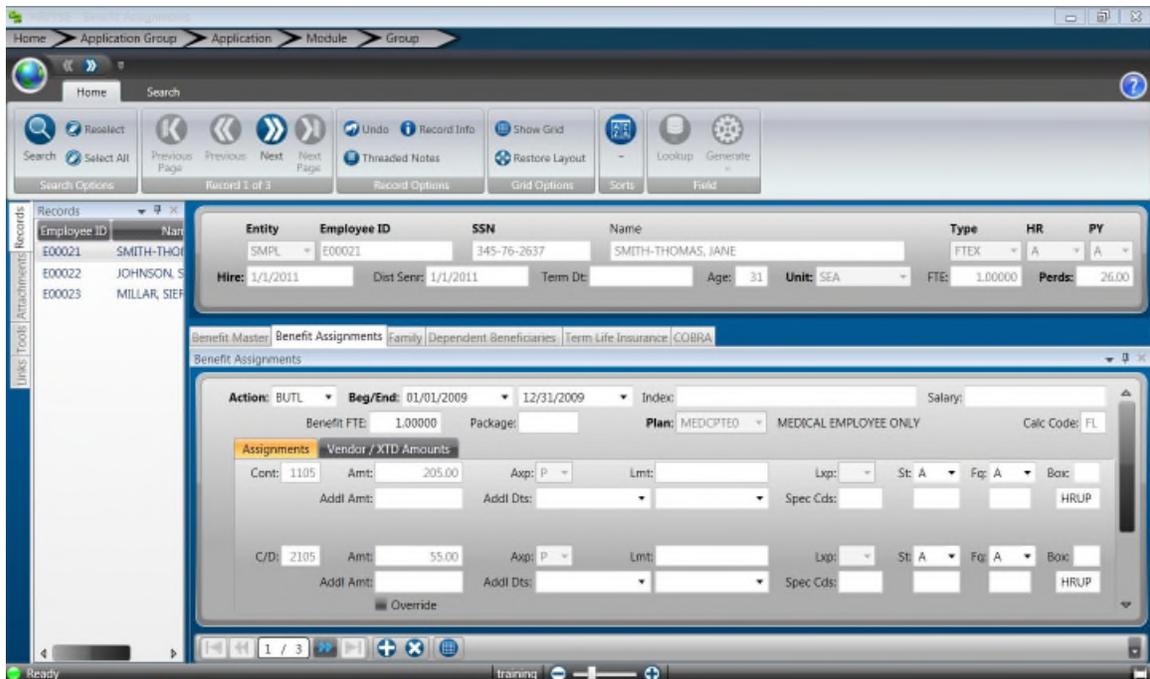
q. Now access HRUTBL – Benefit Utility Listing to review your results. In this scenario, you should have two records per employee. One for closing the old and one for adding the new.

Entity ID	BENEUTIL Option	Employee ID	Benefit Plan	Benefit Contribution CDH	Benefit Deduction CDH	Begin Date
SMPL	U	E00022	MEDCPTE	1105	2105	01/01/2011
SMPL	U	E00022	MEDCPTE	1105	2105	01/01/2011
SMPL	U	E00023	MEDCPTE	1105	2105	01/01/2011
SMPL	U	E00023	MEDCPTE	1105	2105	01/01/2011
SMPL	U	E00023	MEDCPTE	1105	2105	01/01/2010
SMPL	U	E00022	MEDCPTE	1105	2105	01/01/2010
SMPL	U	E00021	MEDCPTE	1105	2105	01/01/2010
SMPL	U	E00021	MEDCPTE	1105	2105	01/01/2009
SMPL	U	E00022	MEDCPTE	1105	2105	01/01/2010
SMPL	U	E00022	MEDCPTE	1105	2105	01/01/2010
SMPL	U	E00022	MEDCPTE	1105	2105	01/01/2009
SMPL	U	E00023	MEDCPTE	1105	2105	01/01/2009
SMPL	U	E00023	MEDCPTE	1105	2105	01/01/2010
SMPL	U	E00023	MEDCPTE	1105	2105	01/01/2010
SMPL	U	E00022	MEDCPTE	1105	2105	01/01/2009
SMPL	U	E00023	MEDCPTE	1105	2105	01/01/2009

- r. After reviewing your results, you will need to select HRUTBU – Benefit Assignment Utility. If your results were correct, you may just uncheck the test and hit enter.

Option:	<input type="checkbox"/> Update/Insert Benefit	Entity ID:	SMPL	Benefit Search Date:	04/07/201	<input type="checkbox"/> Test		
Benefit Plan:	MEDCPTE	Contribution CDH:		Deduction CDH:		Benefit Package:		
Benefit Begin Date:		Benefit End Date:	12/31/205					
Employee ID:		Type:		Employee HR Stat:	A	Employee PY Stat:	A	
Bargaining Unit:		Department:		Division:		Location:		
Pre-Defined SQL Co:								
Custom Select SQ								
New Information								
New Effective Begin Date:	01/01/201	New Effective End Date:	12/31/205	New Benefit Plan:	MEDCPTE			
Benefit Salary Code:	AP	Benefit FTE Code:	1					
Contribution Axp:	P	Employer Cq:	215.00000	Contribution CDH:	1105			
Deduction Axp:	P	Employee Cq:	65.00000	Deduction CDH:	2105			
Contribution Status:	A	Contribution Frequency:	A	Contribution Frequency Typ:	0	Spec Code:	HRAC	
Deduction Status:	A	Deduction Frequency:	A	Deduction Frequency Typ:	0	Spec Code:	HRAC	
Calc Code:	FL	Date Calc:	NA	<input type="checkbox"/> Use Date Calc Formul	Salary 1:	0.00	Salary 2:	0.00
Vendor Code:		Group:		Sub Group:				
Salary Index:		Benefit Salary:	0.00	Benefit FTE:				

- s. All employees' records will now be updated, you may go to HRPYBE – Benefit Assignments and review the employee records.



- t. If your results were not what you expected, go back to HRUTBU – Benefit Assignment Utility and create another record and run in test again until you get the results you are looking for.

2. Pay Assignment Utility

- a. Access HRUTPU – Pay Assignment Utility

Option: Roll Type: Test

Selection Criteria

Entity: Employee ID: Type: Status: Action:

Position: PCN: Fiscal Year: Special Function: Calendar:

Record Type: Pay Class: Reason: Assignment Status:

Pay Effective Dates: As of Date: Bargaining Unit: Department:

Calc Effective Dates: As of Date: Salary Index:

Contract Effective Dates: As of Date: HR Select Sequence:

PCN Effective Dates: As of Date:

Custom SQL:

New Information

Pay Effective Dates: Action: As of Date: Fiscal Year:

Calc Effective Dates: Reason: Assignment Status: Calendar:

Paid Effective Dates: Approval: PY Status: Contract Sequence:

Contract Effective Date: Override Salary: Override Hours/Day: Steps to Increase: Range Increase:

PCN Effective Dates: Retro Type: Retro Begin: Payout Type:

PCN: Position: Template:

Salary Index: Increase on: Increase in Override Assg: Percent/Amount:

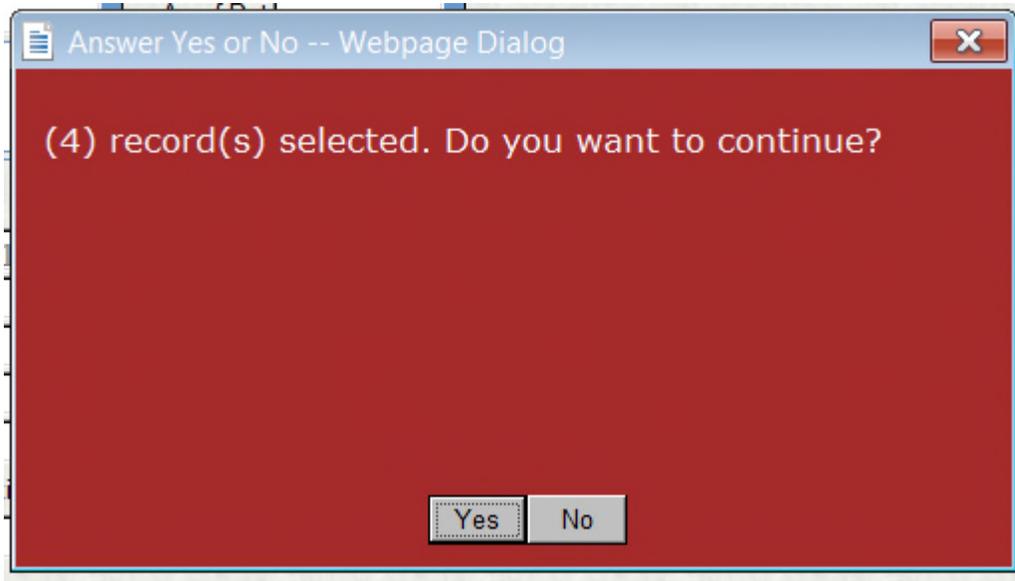
Run By: Run Date:

- b. First, select the correct option. If this is being run to update employee's rate of pay, you would choose option 2. This is the most common since it will end date the old and add a new therefore you will not be losing history.
- c. ALWAYS check TEST for the first run
- d. In the Selection Criteria, enter the correct Entity
- e. Now you will be required to select the appropriate selection criteria for the group of people you are updating.
- f. Next enter 12/31/2050 in the Pay Effective End Date
- g. Under New Information, enter the new Pay Effective Begin and End Dates

- h. Enter the As of Date that you would like to appear on all of the new records.
- i. Enter the new Fiscal Year
- j. Select the correct Reason code that you would like to appear on the new pay assignments
- k. Be sure to enter the other default information that your site would like to go onto the next record.
- l. Next you will need to either enter the number of steps to increase, the number of ranges to increase, the percentage of increase or the new salary index. If your salary schedules were updated and the employee is to stay on the same step but to have the new rate assigned, leave the increase amount blank.

Option: <input type="text" value="2"/> Update Salaries - Insert New Records		Roll Type: <input type="text" value=""/>		<input checked="" type="checkbox"/> Test	
Selection Criteria					
Entity:	<input type="text" value="SMPL"/>	Employee ID:	<input type="text" value=""/>	Type:	<input type="text" value=""/>
Status:	<input type="text" value="A"/>	Action:	<input type="text" value=""/>		
Position:	<input type="text" value=""/>	PCN:	<input type="text" value=""/>	Fiscal Year:	<input type="text" value=""/>
Special Function:	<input type="text" value=""/>	Calendar:	<input type="text" value=""/>		
Record Type:	<input type="text" value=""/>	Pay Class:	<input type="text" value=""/>	Reason:	<input type="text" value=""/>
Assignment Statu:	<input type="text" value=""/>				
Pay Effective Dates:	<input type="text" value=""/>	<input type="text" value="12/31/2005"/>	As of Date:	<input type="text" value=""/>	Bargaining U:
Department:	<input type="text" value=""/>				
Calc Effective Dates:	<input type="text" value=""/>	<input type="text" value=""/>	As of Date:	<input type="text" value=""/>	Salary Index:
CFDT*:	<input type="text" value=""/>				
Contract Effective Dates:	<input type="text" value=""/>	<input type="text" value=""/>	As of Date:	<input type="text" value=""/>	HR Select Sequenc:
HR Select Sequenc:	<input type="text" value=""/>				
PCN Effective Dates:	<input type="text" value=""/>	<input type="text" value=""/>	As of Date:	<input type="text" value=""/>	
Custom SQL:	<input type="text" value=""/>				
New Information					
Pay Effective Dates:	<input type="text" value="07/01/2000"/>	<input type="text" value="12/31/2005"/>	Action:	<input type="text" value=""/>	As of Date:
Fiscal Year:	<input type="text" value="2009-10"/>				
Calc Effective Dates:	<input type="text" value=""/>	<input type="text" value=""/>	Reason:	<input type="text" value="10"/>	Assignment Statu:
Assignment Statu:	<input type="text" value=""/>				
Paid Effective Dates:	<input type="text" value=""/>	<input type="text" value=""/>	Approval:	<input type="text" value="WAIT"/>	PY Status:
PY Status:	<input type="text" value=""/>				
Contract Effective Date:	<input type="text" value=""/>	<input type="text" value=""/>	Override Salary:	<input type="text" value="N"/>	Override Hours/Day:
Steps to Increas:	<input type="text" value=""/>	Range Increas:	<input type="text" value=""/>		
PCN Effective Dates:	<input type="text" value=""/>	<input type="text" value=""/>	Retro Type:	<input type="text" value=""/>	Retro Begi:
Retro Begi:	<input type="text" value=""/>	Payout Type:	<input type="text" value=""/>		
PCN:	<input type="text" value=""/>	Position:	<input type="text" value=""/>	Template:	<input type="text" value=""/>
Salary Index:	<input type="text" value=""/>	Increase on:	<input type="text" value=""/>	Increase in Override Assg:	<input type="text" value=""/>
Percent/Amou:	<input type="text" value=""/>				
Run By:	<input type="text" value="SPSONE"/>		Run Date:	<input type="text" value="4/7/2011 9:20:57 AM"/>	

- m. Once all of the New Information is entered, hit enter to run this utility in test mode.



- n. Next open up HRUTPL – Pay Assignment Utility Listing and review your results. Each employee should have two records, one for end dating the old and one for adding a new record.

Run By: SPSONE Run Date: 04/07/2011 Option: 2 Test

Entity: SMP1 Employee ID: E00001 Record Type: PM Action: INSERT

	PCN	Position	Index	Calendar	Actual Days	Periods
Old:	OFFA1	OFFA1	CFDT/OFFA1/04		260.00	27.00
New:	OFFA1	OFFA1	CFDT/OFFA1/04		260.00	27.00

	Pay Effective Dates		Calc Effective Dates	
Old:	07/01/2008	12/31/2050	07/01/2007	06/30/2008
New:	07/01/2009	12/31/2050	07/01/2007	06/30/2008

	Annual	Per Period	Daily	Hourly
Old Actual:	30,293.54	1,121.98	116,51360	14,56420
New Actual:	30,596.47	1,133.20	117,67872	14,70984
Old Base:	0.00	0.00	0.00000	0.00000
New Base:	0.00	0.00	0.00000	0.00000

Old Fiscal Year: 2008-01 New Fiscal Year: 2009-11

Error Message:

SUCCESSFUL

- o. Once you have verified that the results are what you expected, go back to HRUTPU and uncheck TEST.

Option: Update Salaries - Insert New Records Roll Type: Test

Selection Criteria

Entity: Employee ID: Type: Status: Action:

Position: PCN: Fiscal Year: Special Function: Calendar:

Record Type: Pay Class: Reason: Assignment Stat:

Pay Effective Dates: As of Date: Bargaining Unit: Department:

Calc Effective Dates: As of Date: Salary Index:

Contract Effective Dates: As of Date: HR Select Sequence:

PCN Effective Dates: As of Date:

Custom SQL:

New Information

Pay Effective Dates: Action: As of Date: Fiscal Year:

Calc Effective Dates: Reason: Assignment Stat: Calendar:

Paid Effective Dates: Approval: PY Status: Contract Sequence:

Contract Effective Date: Override Salary: Override Hours/Day: Steps to Increase: Range Increase:

PCN Effective Dates: Retro Type: Retro Begin: Payout Type:

PCN: Position: Template:

Salary Index: Increase on: Increase in Override Assg: Percent/Amount:

Run By: Run Date:

- p. Hit Enter to run
- q. Access Employee Pay Assignment and verify that the utility has updated records. Notice that the Action will be marked as PAYA, meaning that this recorded was created from the Pay Assignment Utility.

Entity	Employee ID	SSN	Name	Type	HR	PY
SMPL	E00001	432-88-5647	PARKER, AMY R	FTNX	A	A

Pay Assignments

Action: As of Dt: Rec Tp: Reason: COLA INCREASE Assign St:

Pay Class: PCN: OFFICE ASSIST Pos: OFFICE ASSISTANT 1

FY: 2009-10 Pay Dts: St: Fq: Ex:

Position Distribution Misc Special

Period Tp: Pro-Rate Salary PCN FTE: Total FTE: PCN Effort:

Reg Rate: Index Key:

Override Salary: Hours/Day Days/Year Periods

Re-Calc: Ovr Hours/Days/Perds Actual:

	Annual	Per Period	Daily	Hourly
Budget Override	Actual: <input type="text" value="30,596.47"/>	<input type="text" value="1,133.20"/>	<input type="text" value="117.67872"/>	<input type="text" value="14.70984"/>

Approval: PY St: User ID: Updated:

3. Salary Utility Definition Utility

a. Access HRUTSU – Salary Definition Utility

Option: 2 Update Salaries and Insert New Salary Definitions Records Test Round Salaries to # Decimals: 5

Action: Entity: Bargaining Unit: Schedule Type:

Salary Schedule: -

Column/Range/Grade: -

Step: -

Concatenated Index: -

Effective Dates: As of Date:

Custom SQL:

Amount Increase: 0.00000 New Salary Schedule:

Percent Increase: 0.00000 New Column/Range/Grade:

New Effective Dates: Set Amount to Zero

Run By: RAE.HAMILTON Run Date: 6/6/2011 1:33:51 PM

- b. First select the appropriate option, 2 is the most common option. You will want to end date the old salary tables and insert new tables, this way your pay assignments will always have the appropriate values to validate against both old and new.
- c. ALWAYS check TEST for the first run
- d. Under the action code, select SALU. This will flag the new salary definitions as being updated/ created from the salary definition utility.
- e. You will now need to enter the selection criteria for the salary table that you are updating.
- f. Enter the Effective End Date that currently appears on the salary definition

- g. In the next section, you will enter the criteria for how this salary is being updated. You may enter a flat amount or a percentage
- h. Enter the New Salary Schedule and/or Range if the name is changing
- i. Enter the New Effective Dates
- j. Hit Enter to run

The screenshot shows a web-based utility form titled "Update Salaries and Insert New Salary Definitions Records". At the top, there is a dropdown menu for "Option" set to "2", a checked "Test" checkbox, and a field for "Round Salaries to # Decimals" set to "5". The main form area contains several input fields: "Action" (dropdown), "Entity" (text: "SMPL"), "Bargaining Unit" (text), "Salary Schedule" (text: "CFDT"), "Column/Range/Grade" (text), "Step" (text), "Concatenated Index" (text), "Effective Dates" (text: "12/31/2050"), and "As of Date" (text). Below these are fields for "Amount Increase" (text: "0.0000"), "Percent Increase" (text: "0.10000"), "New Salary Schedule" (text: "CFDT"), "New Column/Range/Grade" (text), and "New Effective Dates" (text). At the bottom, it shows "Run By: RAE.HAMILTON" and "Run Date: 6/6/2011 1:33:51 PM".

k. Now Access HRUTSL – Salary Definition Utility Definition Listing

l. Review your results here

The screenshot shows the results page of the HRUTSL utility. It displays the following information: "Run By: RAE.HAM", "Run Date: 6/6/2011 1:39:08 PM", "Entity: SMPL", "Action Taken: COPY", "Index: CFDT/ADAN1/04", and "Run Option: 2 Update Salaries and Insert New Salary Definitions Records". There is a checked "Test" checkbox. Below this, it shows "Old Dollar Amount: 24.50" and "New Dollar Amount: 24.53". "Old Effective Dates" are listed as "07/01/200" and "12/31/205", and "New Effective Dates" are also "07/01/200" and "12/31/205". At the bottom, there is a section for "Error" and "Message" with a text box containing the message: "Successful, copied from hr_slrytbl.index_key".

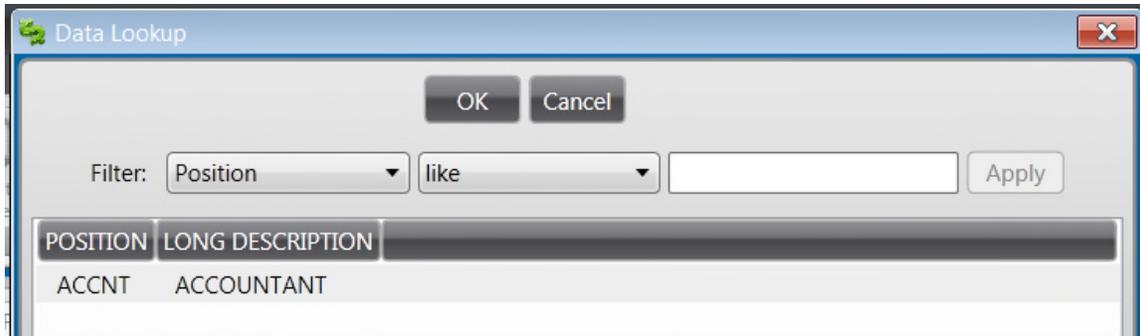
- m. Once you have verified that your results are correct, go back to the definition and uncheck TEST
- n. Hit Enter to run
- o. Access HRTBSL – Salary Definitions to review the updated information

Section 28: Position Control

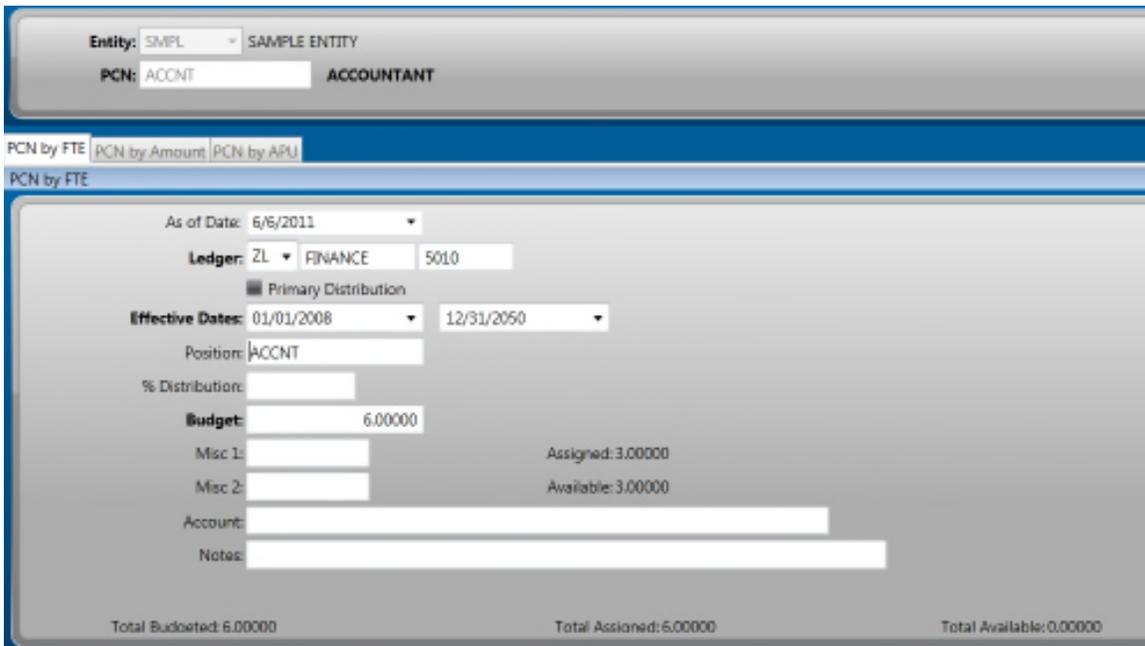
1. Access HRTBRG – Regulation of PCN

The screenshot displays the 'HRTBRG – Regulation of PCN' interface. At the top, there is a header bar with 'Entity: SMPL' (SAMPLE ENTITY) and 'PCN: ACCNT' (ACCOUNTANT). Below this, there are tabs for 'PCN by FTE', 'PCN by Amount', and 'PCN by APU'. The main content area is titled 'PCN by FTE' and contains several input fields: 'As of Date: 6/6/2011', 'Ledger: ZL' (with 'KEY' and 'OBJ' options), 'Primary Distribution' (checked), 'Effective Dates' (two dropdown menus), 'Position:' (text field), '% Distribution:' (text field), 'Budget: 0.00000' (text field), 'Misc 1:' (text field) with 'Assigned: 0.00000', 'Misc 2:' (text field) with 'Available: 0.00000', 'Account:' (text field), and 'Notes:' (text field). The 'Budget' field is highlighted with a blue border.

2. Within here, you will see all of your positions that were previously defined in HRTBPC – PCN/Position Definition. Please refer to Section 13E – How to Create a PCN/Position Definition. Within this screen, you marked your position as Budget by: 01 – FTE
3. Now you will need to search for the PCN that you will start with
4. Enter the correct Ledger information
5. Enter the correct Effective Dates for this Position Control record
6. Within the Position lookup, select the first position



7. Enter the percentage of this position that is to be charged to this account
8. Enter the number of FTE Budgeted
9. You will now see the number of FTE's assigned to this record as well as the number of FTE available to the right of the Misc codes.
10. At the bottom of the screen you will see the Total Budgeted for this PCN.



11. If you have multiple assignments per PCN, you will need to select the add button at the bottom of the screen and repeat steps 4 through 8.
12. Repeat these steps until all positions are budgeted under this PCN.

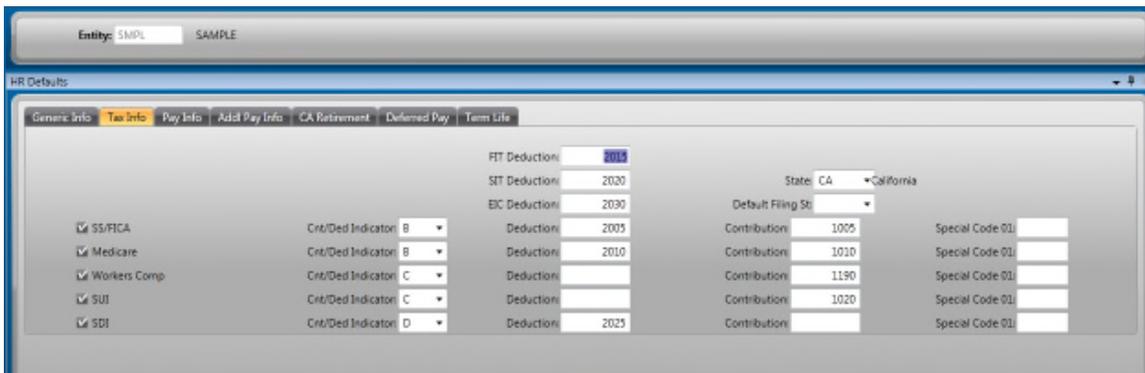
13. If you have one Position per PCN, you may now select the next PCN and Position in the Record List and repeat steps.

Section 29: System Set Up Requirements

1. HRRQSS – HR System Set Up
 - a. For setting up your sites tax defaults and other miscellaneous defaults, access HRRQSS.
 - b. On the Generic Information tab, you may enter defaults for the Employee Master
 - c. You may also enter a default Fiscal Year that will appear on the Pay Assignments when adding a new record. It is recommended to update this each year.
 - d. You may also enter a default for how your Salary Index Codes are to be created.
 - e. Schedule Type default
 - f. Maximum Reimbursement, this will appear on the Tuition Tracking screen
 - g. Workers Comp default that will appear on the Job Code Definitions
 - h. Job Code Creation default
 - i. A default for Generating Applicant ID's
 - j. PCN/ Position Defaults

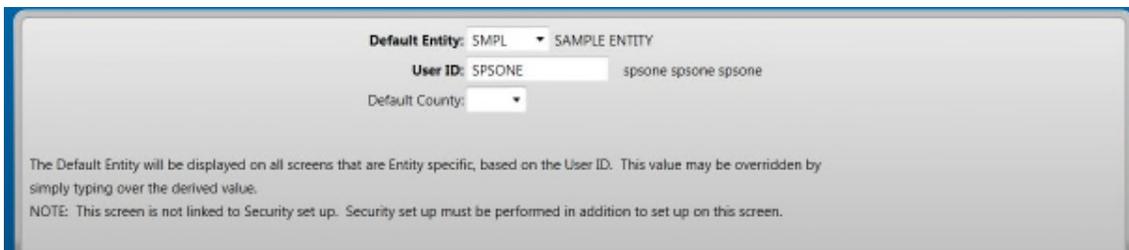


- k. On the Tax Info Tab, your system was set up with defaults that appear on HRPYMD – Mandatory Assignments, if any CDH’s change for your taxes, they will need to be updated here.



2. HRRQUS – User Entity Association

- a. Access HRRQUS to set your users up with a default entity



3. HRRQSD – State Income Tax CDH Defaults

- a. Access HRRQSD to add another state and the default CDH for State Income Tax. This is where the state defaults from on HRPYMD – Mandatory Assignments under SIT.

The screenshot displays a software interface for managing State Income Tax CDH Defaults. At the top, there is a grey header bar with the text "Entity: SMPL" and a dropdown arrow, followed by "SAMPLE ENTITY". Below this is a blue bar with the text "State Income Tax CDH Defaults". Underneath is a table with three columns: "State CDH", "Description", and "State Code". The first row of the table is highlighted in orange and contains the text "2020 STATE INCOME TAX" under "State CDH" and "CA" under "State Code".

State CDH	Description	State Code
2020 STATE INCOME TAX		CA

4. HRRQPR – Period Definitions

- a. Access HRRQPR to add each pay period begin and end date for every pay period in the year. It is recommended to have these created as many in advanced as possible.
- b. Select the “+” button at the top of the screen to at a new Pay Cycle
- c. Select the Pay Period Type
- d. Enter the first pay period begin and end date for the year
- e. Select the “+” button at the bottom of the screen to add additional pay periods.
- f. Repeat for all pay cycles

