

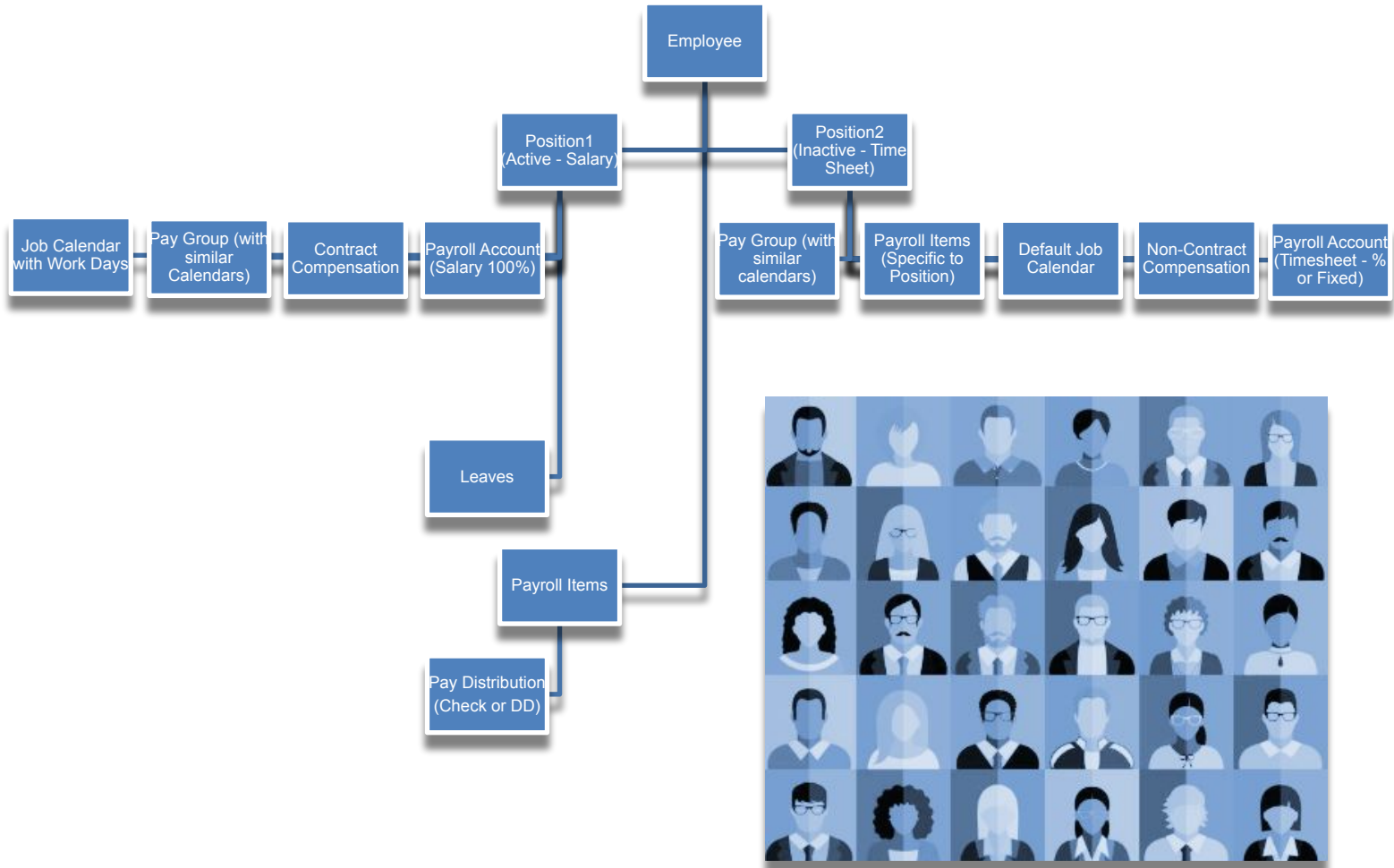


So you work in Payroll... Let's **Connect** the Dots!





Basic Employee Structure





Employee Basic Needs

Onboarding – can be used to create a new employee (can also use templates as to not miss fields):

- ❑ **Create Employee** – The biographical data of an employee: Name, SSI, employee ID.
- ❑ **Create Position** – Summarizes non-contract information: Position number, description, building code, FTE, etc.
- ❑ **Create Compensation** – Define how the employee is going to be paid. Contract/Non-contract.
- ❑ **Create Payroll Accounts** – Pay account records for each compensation – accounts entered are used to complete the USAS charging of the payroll.
- ❑ **Create Payroll Items** – tax payroll items, association dues, health insurance premiums, retirement.
- ❑ **Create Leaves** – To add, delete, modify employee sick, vacation, personal leave accrual.
- ❑ **Create Pay Distribution** – Determines how an employee will be paid (Direct deposit, Check, both).

Connection:

Position Compensation Payroll Account

All employees need a position prior to creating a compensation.

A compensation can be created for each position.

Once a position is created, payroll accounts can be added.

Compensations define how an employee is to be paid.

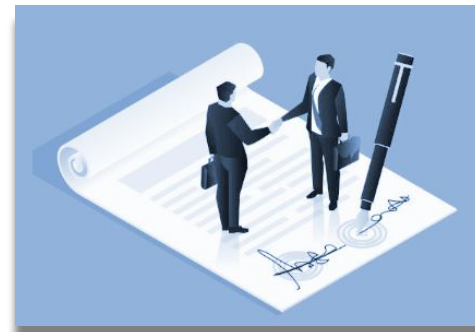
There are 2 types:

Contracts are for employees that have a specific amount that is to be paid during a payroll period.

Non Contract would be considered substitutes or part time employees or anyone that does not have a contracted amount such as employees that work varying amounts during a payroll period.

Connection:

- A Compensation is linked to a Job Calendar.
- EMIS Staff collection uses calendar dates to count absences for the fiscal year.
- The contract start date is used in EMIS reporting.





Job Calendars

- Job calendars determine retirement service days, ODJFS work weeks, and EMIS attendance/absence days.
- For appropriate new contract calculations to occur, job calendars for the upcoming contract year need to be created **before** the new contract program is utilized to create new contracts.

Connection:

- The calendar start and stop dates (on the compensation) are used when calculating ODJFS weeks, EMIS days, and service credit.
- EMIS Staff collections uses the calendar dates to count absences for the employee for the fiscal year.



Pay Groups

The function of **Pay Groups** is to divide employees into logical groups (like contract terms) in order to apply mass changes to employee information, process payroll and generate reports.

- Example: Teachers, 260 Day Employees, Cooks, Principals, Substitutes, etc.

Connection:

- Pay Groups should work in conjunction with Calendars and are typically grouped by like schedules.



Payroll Processing In a Nutshell

Payroll Payments Current: Displays all records included in the current payroll. Enter in exceptions after a payroll has been initialized.

Payroll Payments Future: Allows a user to enter payroll exceptions before starting a payroll.

- Initialize New Payroll:** 1st program in payroll processing –initializes all active status employee records for pay groups and pay dates specified.
- If an employees payroll configuration is archived, it will **NOT** be deducted from their pay.
- Make sure the posting period is **Open** and **Current**. The current posting period will display in the upper right corner of your screen.
 - Should you want to begin payroll processing for the next month, but do not want that month to be current, go to **Core>Posting Period>Create**, select calendar month, enter calendar year, and create.
 - This will open the next month posting, but will **NOT** be posted until the posting period is set to current.
- For a position to be considered for payroll the job status must be **active** and the position **unarchived**.
- Enter the following:
 - Payroll Description
 - Choose the Pay Plan (Biweekly, Semi-monthly, Monthly).
 - Choose the Pay Cycle from the drop down box (First Pay of month, Second Pay of a two pay month, Second Pay of a three pay month, Third Pay of the month).
- Using the calendar choose the **start** date, **stop** date, & **pay** date.
- Other options include: suppress voluntary deductions, ignore direct deposits, & special pay. Check any that apply.
- Choose the pay groups to be included in the payroll from the available pay group box. You can move pay groups from selected to available by using the arrows.
- The Add Date Range Selection can be used to include multiple beginning and ending payroll dates for groups of employees as long as they have the **same** pay date.
- Once selections have been made, initialize payroll. A **green** indicator button will display if the pay group has processed successfully.
- If a **red** indicator button is in the status field, this indicates the pay group failed. Review the **Error Report** to view issues.



Modifying vs. Deleting Payroll Facts

Modifying a Payroll:

- ❑ Modifying a payroll takes the pay groups that have been selected in a payroll, deletes them from the payroll, and re-initializes them.
- ❑ Anything done in current would be deleted. Changes made to payroll items will be reflected without modifying the payroll. Rerun the Payroll report.

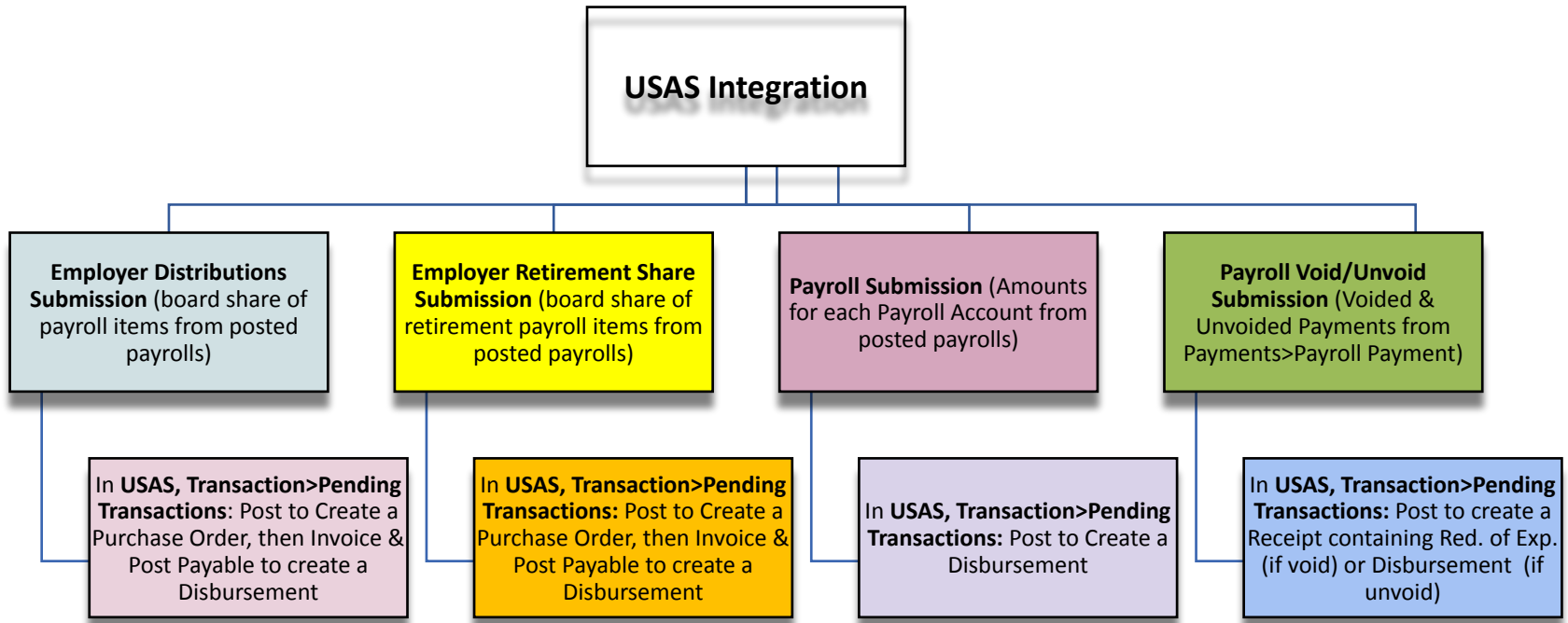
Deleting a Payroll:

- ❑ **Deleting a payroll will move exceptions entered in Current Payroll Payments to Future** so the items will not be lost. This only pertains to entries added to an already existing employee in payroll. New employees added to current will not be saved or moved to future.
- ❑ **Deleting a Payroll and Exceptions will delete payroll and exceptions that were entered in payroll payments.**
- ❑ The pay amounts created by the system are NOT considered exceptions. Pay amounts created during initialization will not be saved to future pay amounts if the Payroll is deleted. If you add new pay amounts to an existing Position Pay or create a new Position Pay, these will be saved to future (when keeping exceptions).





USAS Integration Chart





Pending Transactions

- ❑ A **Pending Transaction** is a transaction from USPS (or other integrated software) waiting to be posted to USAS.
 - Typically this includes: employer distribution submissions (board share of payroll items, Medicare, insurance) that have been created based off what is withheld during the payroll. This can also include voided checks that have not been reissued. A budgetary check is then created with the employer portion.

- ❑ Distributions that are created in the payroll system (USPS) are pushed to the accounting system (USAS) pending transactions.
 - Once posted, a purchase order is created, items will need to be invoiced to create a disbursement, then the payable can be posted. The payable is set up based on the vendor and can be electronic transfer or a check.

- ❑ The system will calculate how to distribute to accounts based on payroll. These items include retirement share (SERS and STRS) and foundation payments that are deducted in arrears.



EMIS

Did you know?

- EMIS is not funded based on the staff employed other than the superintendent, treasurer and EMIS coordinator.
- What you report in EMIS on the student side directly drives all of funding that district receives.
- Staff side of EMIS has no direct funding tied to it.
- EMIS uses financial data to determine if requirements are met for federal programs.
- Every statistic on district report card is pulled from EMIS reporting
- Blanks are NOT valid. The reported element cannot be blank, must at least have an asterisk or default value for the field.**

In order to be reported to EMIS, the following 3 fields must be marked as report to EMIS:

- Employee Record**
- Position Record**
- Compensation Record**

Otherwise the information will not pull.

Connection:

- EMIS uses compensation start/stop dates and job calendars to determine attendance/absence days.
- Staff EMIS documents on LACA website - include processing procedures and detail fields that are required [Fiscal EMIS Documentation \(laca.org\)](http://laca.org).



Thank you!

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