



Texas Skyward User Group Conference

Payroll – Tracking ACA Hours During Payroll Select

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Payroll – Tracking ACA Hours During Payroll Select



This session will demonstrate how to utilize the software to pull in accurate hours worked from:

- Employee Management
- Substitute Tracking
- True Time
- Payroll Worksheets

Employee Management

Import ACA Hours (90)

Template Settings

* Template Description: **Import from EM**

Share with other users in the district

Import to Payroll Run: TEST / TEST Payroll

* Selection Parameters: Default Parameters

Run Import for True Time

* Select True Time Pay Codes: All Pay

* Select Comp Time Codes: No Time Off Codes

* Existing ACA Hours:

- Replace existing ACA Hours
- Add to existing ACA Hours
- Leave ACA Hours unchanged

Run Import for Employee Management

* Select Employee Management Pay Codes: All Pay

* Select EM Plans: 2015-2016 EMS Plan

* Existing ACA Hours:

- Replace existing ACA Hours
- Add to existing ACA Hours
- Leave ACA Hours unchanged

Sub Tracking Results

HR\PA\CP\SE - 745 - Select for Payroll Run Number: TEST / TEST Payroll

Current Parameter Selections
 Parameter Set Description: Default Parameters (as changed for this payroll).
 Ded/Ben Parameter Set Description: Default Ded/Ben Times (as changed for this payroll).
 Period End Date: 04/29/2016 Check Date: 04/29/2016 Times To Pay: 1

Selected Transactions

Name Key	Employee Name	Employee Type	Period End Date	Pay Code	Account Number
ABILAREN001	Abilascr, Renay J	SUBS	04/29/2016	SUBS	163 E 35 2159 L0 041 0 99 00

Employee: Abilascr, Renay J Name Key: ABILAREN001

Current Selected Transaction Information
 Rate/Amount: 40.0000 X
 Hours/Factor: 1.0000 =
 Total: 40.00

Employee ACA Hours
 Total: 4.00
 Pay Code: 4.00

Employee Totals
 Hours/Factor: 1.0000
 Total: 40.00

Edit the highlighted employee.

True Time Import

Import ACA Hours (90)

Template Settings

* Template Description: **True Time Import**

Share with other users in the district

Import to Payroll Run: TEST / TEST Payroll

* Selection Parameters: Default Parameters

Run Import for True Time

* Select True Time Pay Codes: *All Pay

* Select Comp Time Codes: COMP - COMPENSATION TIME OFF
COMP1 - Compensation

* Existing ACA Hours: Replace existing ACA Hours
 Add to existing ACA Hours
 Leave ACA Hours unchanged

Run Import for Employee Management

* Select Employee Management Pay Codes: *All Pay

* Select EM Plans:

* Existing ACA Hours: Replace existing ACA Hours
 Add to existing ACA Hours
 Leave ACA Hours unchanged

Payroll Select

HR\PA\CP\SE - 745 - Select for Payroll Run Number: TEST / TEST Payroll

Current Parameter Selections
 Parameter Set Description: Default Parameters (as changed for this payroll).
 Ded/Ben Parameter Set Description: Default Ded/Ben Times (as changed for this payroll).
 Period End Date: 04/29/2016 Check Date: 04/29/2016 Times To Pay: 1

Chg Sel Params

Indiv. Select
 Mass Select

Purge
 Import

Edit
 Delete
 Time Off
 Close

ACA Hours

Name Key	Employee Name	Employee Type	Period End Date	Pay Code	Account Number
ABILAREN001	Abilascr, Renay J	SUBS	04/29/2016	SUBS	163 E 35 2159 L0 041 0 99 00

Employee: Abilascr, Renay J Info Name Key: ABILAREN001

Current Selected Transaction Information

Rate/Amount: 40.0000	X	Employee ACA Hours
Hours/Factor: 1.0000	=	Total: 4.00 View
Total: 40.00		Pay Code: 4.00

Employee Totals

Hours/Factor: 1.0000
Total: 40.00

Name Key to reposition the browse. ? SkyDoc

Editing ACA hours manually in payroll worksheet

HR\PA\CP\PW\PW - 2070 - Payroll Worksheet 0-DOCKS - Employee Key Sequence

Selection Parameters Last Used Parameters ACA Date Range: 10/10/2015 to: 10/31/2015 Edit

Name Key	Employee Name	Pay Code	Account Number
AARONARL000	Aaronson, Arletha J	CON	199 E 34 6
ABEITHER001	Abeitascr, Herlinda G	DOCK1	199 L 00 2
ABILAREN001	Abilascr, Renay J	FGJES	265 E 11 6
ABILAREN001	Abilascr, Renay J	SUBS	163 E 35 2
ABLERMIL001	Ablerscr, Milton C	SUBS	199 E 11 6
ACKERJOH001	Ackerleyscr, Johanne P	ADM	240 E 35 6

* = record has been imported into payroll.

Worksheet Totals: Pay: 14,384.06 Factor/Hours: 5.00

Employee: Aaronson, Arletha J

Employee Type: COORD COORDINATOR Building: WHS

Updateable Information

Pay Record
Pay Code: CON Contract

Account Number: 199 E 34 6125 34 999 0 23 000

Pay Rate: 10,000.0000 Factor/Hours: 1.00

ACA Hours: 120.00

Select to enter the employee's ACA hours by date.

HR\PA\CP\PW\PW - 2070 - Employee ACA Hours by Date

ACA Hours

Employee: Aaronson, Arletha J

Pay: CON-Contract

Account: 199 E 34 6125 34 999 0 23 000

ACA Hours: 120.00

Date	Hours	Source
10/21/2015	Wed	0.00 Worksheet
10/22/2015	Thu	0.00 Worksheet
10/23/2015	Fri	0.00 Worksheet
10/24/2015	Sat	0.00 Worksheet
10/25/2015	Sun	0.00 Worksheet
10/26/2015	Mon	0.00 Worksheet
10/27/2015	Tue	0.00 Worksheet
10/28/2015	Wed	0.00 Worksheet
10/29/2015	Thu	0.00 Worksheet
10/30/2015	Fri	0.00 Worksheet
10/31/2015	Sat	120.00 Worksheet

Lookup: 10/10/2015

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THANK YOU FOR ATTENDING!

