

Employee Data Mining Advanced Payroll

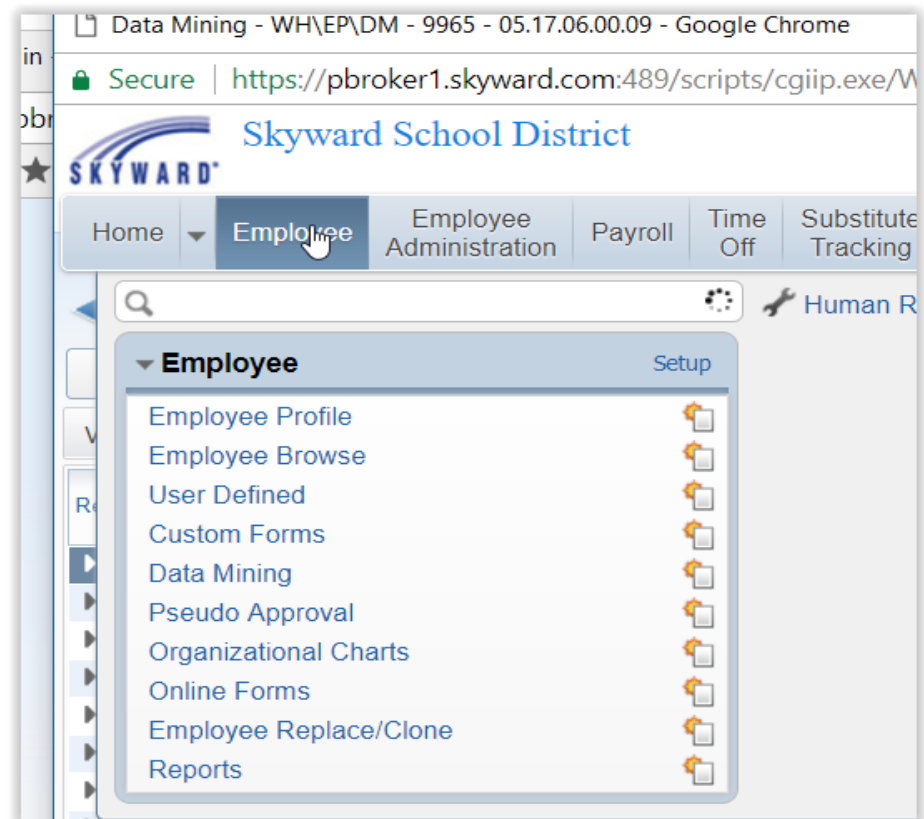
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Data Mining provides a wealth of opportunity for reporting and analyzing the data maintained within the Payroll system.

Data Mining is found HR/Employee/Data Mining

New to Data Mining? Download the handout
from the pervious Breakout Session:
Employee Data Mining Creating Basic
Reports and Data Mining

Great tips for setting up basic data mining



Beginning of the year data mining is used to make sure everyone is setup correctly.

- Employee Name
- Employee Type
- Building Code
- Check Location Code
- Calendar –Time Off in Profile
- Contract Calendar Code – Profile
- Position Plan – Employee Management
- Position Use Calendar – Employee Management

Report Information Edit Report Information

Report Name: Calendar Information	Include Parameter Page: No
Report Title: Calendar Information	Report Width: 194
Individual Employee Only: No	Show Counts Only: No
Employee Status: Active	Report Orientation: Landscape
Employees To Include: Employees with Data in at Least One Selected Field Area	Date Created: 08/26/2017
	Created By: Miller, Shelley
Excel Export: Use Default Field Lengths	Print Confidential Fields: No
	Display in Employee Access: No

Field Selection Edit Field Selection

	Field	Ranges	Headings	Length	Sort
Edit	Name - First Name		First / Name	17	1
Edit	Name - Last Name		Last / Name	30	
Edit	Emp Type Code		Emp Type / Code	13	
Edit	Building Code		Building / Code	8	
Edit	Check Location Code		Check Location / Code	14	
Edit	Calendar		/ Calendar	40	
Edit	Contract Calendar Code		Contract / Calendar Code	22	
Edit	Position Plan		Position / Plan	30	
Edit	Position Use Calendar		Position / Use Calendar	12	

Comp Time Deductions/Benefits

- Verifies that the pay code is set up correctly with the correct deduction and benefits.
- Can use this on any pay code or for any deduction/benefits.
- This pay code is not eligible as TRS compensation
- Verifies that TRS deduction/benefits are not attached to the pay record

▼ Comp Time Deductions		Comp Time Deductions		MILLESHE000		Y		N		A		113		P		E	
Expand All Collapse All Modify Details (displaying 6 of 6) View Printable Details																	
▼ Report Information Edit Report Information																	
Report Name: Comp Time Deductions						Include Parameter Page: No											
Report Title: Comp Time Deductions						Report Width: 113											
Individual Employee Only: No						Show Counts Only: No											
Employee Status: Active						Report Orientation: Portrait											
Employees To Include: Employees with Data in All Selected Field Areas						Date Created: 08/26/2017											
Excel Export: Use Default Field Lengths						Created By: Miller, Shelley											
						Print Confidential Fields: No											
						Display in Employee Access: No											
▼ Field Selection Edit Field Selection																	
	Field		Ranges		Headings		Length		Sort								
Edit	Name - First Name				First / Name		17		1								
Edit	Name - Last Name				Last / Name		30										
Edit	Pay Rec Pay Code		'Individual Selections'		Pay Record / Pay Code		11										
Edit	Pay Rec Pay Code Desc				Pay Record / Pay Code Desc		15										
Edit	Pay Rec Deduction Code		'Individual Selections'		Pay Record / Deduction Code		15										
Edit	Pay Rec Benefit Code		'Individual Selections'		Pay Record / Benefit Code		13										
Edit	Pay Rec Factor				Pay Record / Factor		12										

Direct Deposit Search

If a bank is changing names or routing numbers this can search for a specific routing number to find which employees are impacted by the change.

The screenshot displays a software interface for a 'Direct Deposit Search' report. At the top, there is a header bar with the report name 'Direct Deposit Search' and user information 'MILLESHE000'. Below the header, there are navigation buttons: 'Expand All', 'Collapse All', 'Modify Details (displaying 6 of 6)', and 'View Printable Details'. The main content is divided into two sections: 'Report Information' and 'Field Selection'.

Report Information

Report Name: Direct Deposit Search	Include Parameter Page: No
Report Title: Direct Deposit Search	Report Width: 148
Individual Employee Only: No	Show Counts Only: No
Employee Status: Active	Report Orientation: Landscape
Employees To Include: Employees with Data in at Least One Selected Field Area	Date Created: 08/26/2017
Excel Export: Use Default Field Lengths	Created By: Miller, Shelley
	Print Confidential Fields: No
	Display in Employee Access: No

Field Selection

Field	Ranges	Headings	Length	Sort
Edit Name - First Name		First / Name	17	1
Edit Name - Last Name		Last / Name	30	
Edit Active		/ Active	7	
Edit Direct Deposit Type		Direct Deposit / Type	14	
Edit Direct Deposit Code		Direct Deposit / Code	14	
Edit Direct Deposit Desc		Direct Deposit / Desc	15	
Edit Bank Name		/ Bank Name	35	
Edit Routing Number		Routing / #	9	

ACA Zero Hours – Summer Time

Running payroll in the summer, 10 month employees show up on the exception report, when in calculate, during the payroll process with zero ACA hours. Download that report in excel.

Run this data mining report download into Excel to include 10 month employees

Compare the 2 reports on 1 excel spreadsheet to ensure that all ACA hours are correct for summer.

ACA Zero Hours Summer ACA Zero Hours Summer MILLESHE000 Y N A 97 P O

Expand All Collapse All Modify Details (displaying 6 of 6) View Printable Details

Report Information Edit Report Information

Report Name: ACA Zero Hours Summer
Report Title: ACA Zero Hours Summer
Individual Employee Only: No
Employee Status: Active
Employees To Include: Employees with Data in at Least One Selected Field Area
Excel Export: Use Default Field Lengths

Include Parameter Page: No
Report Width: 97
Show Counts Only: No
Report Orientation: Portrait
Date Created: 08/26/2017
Created By: Miller, Shelley
Print Confidential Fields: No
Display in Employee Access: No

Field Selection Edit Field Selection

	Field	Ranges	Headings	Length	Sort
Edit	Name - First Name		First / Name	17	1
Edit	Name - Last Name		Last / Name	30	
Edit	Emp Type Code	'Individual Selections'	Emp Type / Code	13	
Edit	Contract Work Stop Date	" to '06/02/17"	Work / Stop Date	11	
Edit	Contract Calendar Code	'Individual Selections'	Contract / Calendar Code	22	

Check employee's primary pay record is set up correctly.

- Run this report for primary pay code to ensure the amount is set up correctly.
- Drop into excel and add a new column divide the contract balance by the number of remaining checks.
- Compare the amount with the primary pay to ensure that the two columns match
- Errors can be fixed immediately instead of waiting to the end of the year when the contract is short
- An employee can be overpaid during the year if a number is transposed.

The screenshot displays a software interface for configuring a report. At the top, the report title is 'August 31st ending contracts'. Below this, there are two main sections: 'Report Information' and 'Field Selection'.

Report Information:

- Report Name: August 31st ending contracts
- Report Title: August 31st ending contracts
- Individual Employee Only: No
- Employee Status: Active
- Employees To Include: Employees with Data in at Least One Selected Field Area
- Excel Export: Use Default Field Lengths
- Include Parameter Page: No
- Report Width: 138
- Show Counts Only: No
- Report Orientation: Landscape
- Date Created: 08/26/2017
- Created By: Miller, Shelley
- Print Confidential Fields: No
- Display in Employee Access: No

Field Selection:

Field	Ranges	Headings	Length	Sort
Edit Name - Full Name (LFM)		Full / Name	35	1
Edit Emp Type Code	'Individual Selections'	Emp Type / Code	13	
Edit Contract Pay Code		Contract / Pay Code	8	
Edit Contract Paid Stop Date	" to '08/31/17"	Paid / Stop Date	10	
Edit Contract Amount		Contract / Amount	13	
Edit Contract Balance		Contract / Balance	14	
Edit Pay Rec Primary		Pay Record / Primary	11	
Edit Pay Rec Amount		Pay Record / Amount	15	
Edit Pay Rec Stop Date	" to '08/31/17"	Pay Record / Stop Date	11	

Dock Pay

Compare this report to dock import that pulls into payroll from True Time to ensure that all docks imported correctly from worksheets.

Compare to FMLA absences to ensure time off has been entered into Skyward for the pay period dates.

The screenshot displays a software interface for configuring a report. At the top, there are tabs for 'TRS Information' and 'Unpaid Time Off'. Below the tabs, there are buttons for 'Expand All', 'Collapse All', 'Modify Details (displaying 6 of 6)', and 'View Printable Details'. The main content is divided into two sections: 'Report Information' and 'Field Selection'.

Report Information

Report Name: Unpaid Time Off	Include Parameter Page: No
Report Title: Unpaid Time Off	Report Width: 149
Individual Employee Only: No	Show Counts Only: No
Employee Status: Active	Report Orientation: Landscape
Employees To Include: Employees with Data in All Selected Field Areas	Date Created: 08/26/2017
Excel Export: Use Default Field Lengths	Created By: Miller, Shelley
	Print Confidential Fields: No
	Display in Employee Access: No

Field Selection

	Field	Ranges	Headings	Length	Sort
Edit	Name - Full Name (LFM)		Full / Name	35	1
Edit	Employee Type Desc		Employee Type / Description	18	
Edit	Trans Type		Transaction / Type	11	
Edit	Trans Time Off Code	'Individual Selections'	Transaction / Time Off Code	13	
Edit	Trans Comment		Transaction / Comment	30	
Edit	Trans Amount		Transaction / Amount	13	
Edit	Trans Date	'02/01/14' to '02/28/14'	Transaction / Date	11	
Edit	Trans Reason Code		Transaction / Reason Code	11	

Compares Docks are Set Up correctly in all areas

- Dock Pay Record is set up in Pay Code
- (Example: Dock1, Dock2, Dock7)
- Dock is attached to Contract
- Compare dock amount in pay code matches the daily per Diem in Contract

The screenshot displays a software interface for configuring a report named 'Docks'. The interface includes a header with user information (MILLESHE000, Y, N, A) and a page number (117). Below the header, there are options to 'Expand All', 'Collapse All', 'Modify Details (displaying 6 of 6)', and 'View Printable Details'. The main configuration area is divided into two sections: 'Report Information' and 'Field Selection'.

Report Information

Report Name: Docks	Include Parameter Page: No
Report Title: Docks	Report Width: 117
Individual Employee Only: No	Show Counts Only: No
Employee Status: Active	Report Orientation: Portrait
Employees To Include: All Employees, Regardless of Any Data in the Selected Field Areas	Date Created: 08/26/2017
	Created By: Miller, Shelley
Excel Export: Use Default Field Lengths	Print Confidential Fields: No
	Display in Employee Access: No

Field Selection

	Field	Ranges	Headings	Length	Sort
Edit	Name - Full Name (LFM)		Full / Name	35	1
Edit	Employee Type Desc	'Individual Selections'	Employee Type / Description	18	
Edit	Pay Rec Pay Code	'Individual Selections'	Pay Record / Pay Code	11	
Edit	Pay Rec Amount		Pay Record / Amount	15	
Edit	Contract Per Diem		Per Diem / Amount	11	
Edit	Contract Paid Start Date	" to '09/01/16'	Paid / Start Date	11	
Edit	Contract Paid Stop Date	" to '08/31/17'	Paid / Stop Date	10	

Prenote File before sending to the Bank

Verify employees that are on prenote file before sending to the bank. This report will list all employees and banking information within the prenote dates.

The screenshot shows a software interface for generating a prenote file report. The window title is "Term Employees". The interface includes a navigation bar with "Expand All", "Collapse All", "Modify Details (displaying 6 of 6)", and "View Printable Details". Below this is a "Report Information" section with the following details:

- Report Name: Term Employees
- Report Title: Term Employees
- Individual Employee Only: No
- Employee Status: Active
- Employees To Include: Employees with Data in All Selected Field Areas
- Excel Export: Use Default Field Lengths
- Include Parameter Page: No
- Report Width: 84
- Show Counts Only: No
- Report Orientation: Portrait
- Date Created: 08/26/2017
- Created By: Miller, Shelley
- Print Confidential Fields: No
- Display in Employee Access: No

Below the report information is a "Field Selection" section with a table of fields and their properties:

	Field	Ranges	Headings	Length	Sort
Edit	Active		/ Active	7	1
Edit	Name - Full Name (LFM)		Full / Name	35	
Edit	Emp Type Code		Emp Type / Code	13	
Edit	Check Location Code		Check Location / Code	14	
Edit	Termination Date	'03/01/12' to '03/31/12'	Termination / Date	11	

Non TRS Employees – Subs Etc FICA Alternative Plan

Administrator for the FICA alternative plan wants a spreadsheet with a lot information on each employee.

Download report into excel to create a payment download file for the administrator.

Run detail check register after payroll to obtain amounts deducted each pay period to reconcile with wire amount of file.

Report Name: FICA Alternative	Include Parameter Page: No
Report Title: FICA Alternative	Report Width: 424
Individual Employee Only: No	Show Counts Only: No
Employee Status: Active	Report Orientation: Landscape
Employees To Include: Employees with Data in All Selected Field Areas	Date Created: 08/26/2017
	Created By: Miller, Shelley
Excel Export: Use Default Field Lengths	Print Confidential Fields: Yes
	Display in Employee Access: No

Field Selection		Edit Field Selection		
Field	Ranges	Headings	Length	Sort
Edit Social Security Nbr		Soc Sec / Number	11	1
Edit Name - Last Name		Last / Name	30	
Edit Name - First Name		First / Name	17	
Edit Name - Middle Name		Middle / Name	15	
Edit Address - Street Address		Street / Address	40	
Edit Address - City		/ City	40	
Edit Address - State		/ State	5	
Edit Address - Zip		/ Zip	12	
Edit Address - W2 Address		W2 / Address	90	
Edit Pay Rec Freq Code Desc		Pay Record / Freq Code Desc	15	
Edit E-mail Address		E-mail / Address	60	
Edit Birthdate		/ Birthdate	10	
Edit Hire Date		Hire / Date	10	
Edit Termination Date		Termination / Date	10	
Edit Check Date	'06/27/13' to '06/27/13'	Check Date /	10	
Edit Deduction Code	'Individual Selections'	Deduction / Code	10	
Edit Deduction Type		Deduction / Type	9	
Edit Deduction Amount		Deduction / Amount	13	

Verify TRS Information

- Verify employees are set up correctly for TRS
- Look for Retirees
- New Member Payment Information
- Employment Type
- ERS/TAMU/Entitled for Benefits
- Reporting Mailing Address
- (Employee Browse also has a retirement section that is very helpful)

The screenshot shows a web application interface for TRS Information. The top navigation bar includes 'TRIS Information', 'TRIS Information', a star icon, 'MILLESHE000', and a grid of buttons labeled 'Y', 'N', 'A', 'Y', '129', 'L', 'E', and 'G'. Below the navigation bar, there are links for 'Expand All', 'Collapse All', 'Modify Details (displaying 6 of 6)', and 'View Printable Details'. The main content area is divided into two sections: 'Report Information' and 'Field Selection'.

Report Information

Report Name: TRS Information
 Report Title: TRS Information
 Individual Employee Only: No
 Employee Status: Active
 Employees To Include: Employees with Data in All Selected Field Areas
 Excel Export: Use Default Field Lengths

Include Parameter Page: No
 Report Width: 129
 Show Counts Only: No
 Report Orientation: Landscape
 Date Created: 08/26/2017
 Created By: Miller, Shelley
 Print Confidential Fields: Yes
 Display in Employee Access: No

Field Selection

Field	Ranges	Headings	Length	Sort
Edit Name - Full Name (LFM)		Full / Name	35	1
Edit Social Security Nbr		Soc Sec / Number	11	
Edit Retirement		/ Retirement	7	
Edit Retirement Participation(TX)		Retirement / Participation	13	
Edit Deduction Code	'Individual Selections'	Deduction / Code	10	
Edit New Mbr Pymnt End Date(TX)		New Mbr Pymnt / End Date	13	
Edit Employment Type(TX)		Employment / Type	10	
Edit ERS/UT/A&M Entitled(TX)		ERS/UT/A&M / Entitled	10	
Edit Report Mailing Address(TX)		Report / Mailing Addr	12	

Wage Garnishments

Use this report to list employees with wage garnishment and the amount of the deduction.

Review the wage garnishment worksheet to ensure deduction does not exceed the % of gross wages allowed by the wage garnishment order.

Expand All Collapse All Modify Details (displaying 6 of 6) View Printable Details

Report Information Edit Report Information

Report Name: Unpaid Time Off Include Parameter Page: No
Report Title: Unpaid Time Off Report Width: 149
Individual Employee Only: No Show Counts Only: No
Employee Status: Active Report Orientation: Landscape
Employees To Include: Employees with Data in All Selected Field Areas Date Created: 08/26/2017
Created By: Miller, Shelley
Excel Export: Use Default Field Lengths Print Confidential Fields: No
Display in Employee Access: No

Field Selection Edit Field Selection

	Field	Ranges	Headings	Length	Sort
Edit	Name - Full Name (LFM)		Full / Name	35	1
Edit	Employee Type Desc		Employee Type / Description	18	
Edit	Trans Type		Transaction / Type	11	
Edit	Trans Time Off Code	'Individual Selections'	Transaction / Time Off Code	13	
Edit	Trans Comment		Transaction / Comment	30	
Edit	Trans Amount		Transaction / Amount	13	
Edit	Trans Date	'02/01/14' to '02/28/14'	Transaction / Date	11	
Edit	Trans Reason Code		Transaction / Reason Code	11	