





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

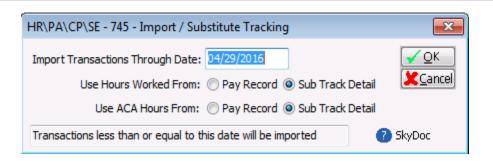


Employee Management

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Import ACA Hours (90)		
Template Settings		Save
* Template Description: Import from EM ×		<u>B</u> ack
☐ 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: O Replace existing ACA Hours		
Add to existing ACA Hours Leave ACA Hours unchanged		
O Leave ACA Flours discharged		
☑ Run Import for Employee Management ?		
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* Select EM Plans: 2015-2016 EMS Plan		
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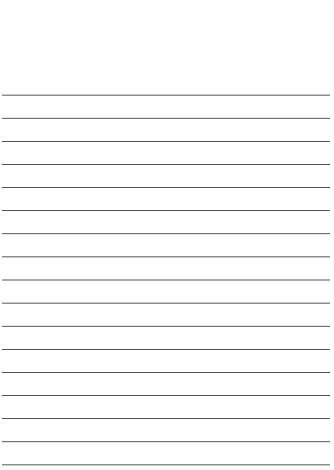


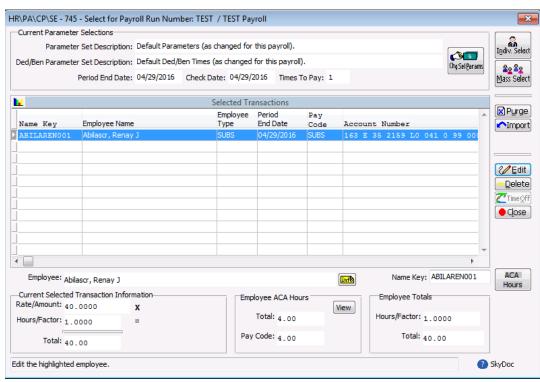
Substitute	Trac	king





Sub Tracking Results





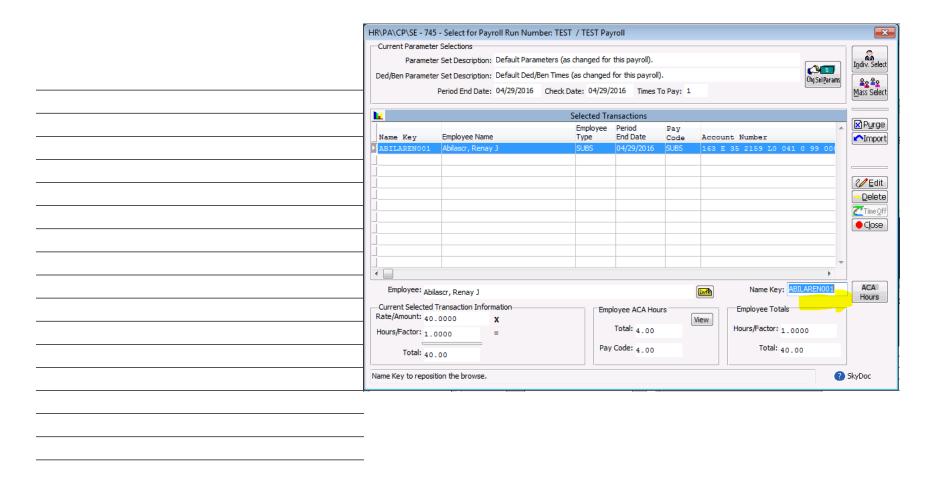


True Time Import

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* Select True Time Pay Codes: *All Pay
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CONT 2 CONSIDERACION
* Existing ACA Hours: O Replace existing ACA Hours
Add to existing ACA Hours Leave ACA Hours unchanged
n Import for Employee Management ?
t Employee Management Pay Codes: *All Pay
* Select EM Plans:
* Existing ACA Hours: O Replace existing ACA Hours O Add to existing ACA Hours
C Leave ACA Hours unchanged



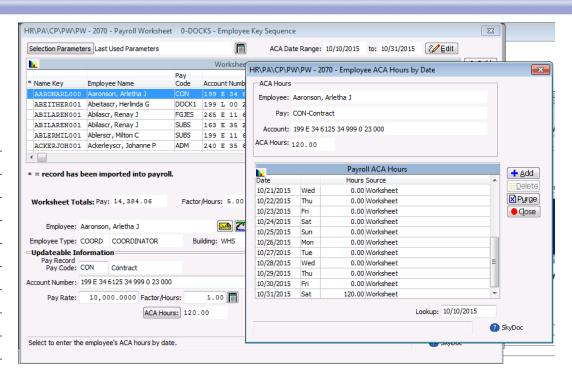
Payroll Select





Editing ACA hours manually in payroll worksheet

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Editing ACA hours manually in payroll select

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End of presentation –
Extra space for other notes







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THANK YOU FOR ATTENDING!

