



Texas Skyward User Group Conference

Payroll Tips and Tricks

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Payroll Tips and Tricks



This session will help you identify options within the Payroll module that may speed-up or streamline your payroll processing steps.

- Deduction/Benefit Default Setup
- Unpaid Time Off Import (Create Dock Pay)
- Comp Time Payout
- Assignment Export/Payroll Import
- Options for customizing Employee Profile
- Viewing Employee Access information from Employee Profile

Deduction/Benefit Default Setup

Employee Type Codes (859)

Views: General Filters: *Skyward Default

Code	Short Description	Long Description	Count	Faculty	TRS Group
CAWKK	CAFETERIA EMP	CAFETERIA EMPLOYEE	b1	3	
CONSL	CONSULTANT	CONSULTANT SUPPORT SERVICE	0		1
COORD	COORDINATOR	COORDINATOR	2		1
COUNS	COUNSELOR	SCHOOL COUNSELOR	20		5

Expand All Collapse All Modify Details (displaying 3 of 3) View Printable Details

▼ Default Deductions Edit Deductions

Code	Level
OMC	1
OTC	1
OTRS	1
OWH	1

▼ Default Benefits Edit Benefits

Code	Level
OMC	1
OTC	1
GRPLF	2

▼ Time Off Default Detail Edit Time Off Default

Code	Group	Units
JURY	9	Days
LOCAL	1	Days
PROLV	9	Days
STPFR	2	Days

20 records displayed Code:

Unpaid Time Off Import (Create Dock Pay)

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

Worksheet Entries

Name Key	Employee	Factor/Hours
AARONARL000	Aaronson	1.00
ABEITHER001	Abeitas	0.00
ABILAREN001	Abilascr,	0.00
ABILAREN001	Abilascr,	0.00
ABLERMIL001	Ablerscr,	0.00
ACKERJOH001	Ackerley	1.00

* = record has been imported

Worksheet Totals: Pay: 120.00

Employee: Aaronson, A
Employee Type: COORD

Updateable Information
Pay Record: Contract
Pay Code: CON

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

Pay Rate: 10,000.0000 Factor/Hours: 1.00 Hours Worked: 0.00 Total Pay: 10,000.00
ACA Hours: 120.00 PR2: 0.00

Pay record pay code - used to determine what pay record to pull ded/bens from. SkyDoc

HR\PA\CP\PW\PW - 2070 - Unpaid Time Off Import

This process will read through each employee's unpaid time off transactions that do not have an import date. A worksheet entry will be built for each unpaid time off transaction that matches the criteria. The employee must have a pay record with the Hourly or Daily pay code selected below. The worksheet record's account and rate information will be pulled from this pay record.

A verification report will print prior to building the Worksheet records. The selection parameters from the Worksheet Entry screen are used for this process.

Time Off Date Range: 01/01/1900 to: 06/16/2016

Hourly Pay Code [v] [v]
Daily Pay Code [v] [v]

REQUIRED: Time Off Transaction Range Low Date SkyDoc

Run Close

Comp Time Payout

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

Name Key	Employee	Factor/Hours
AARONARL000	Aaronson	1.00
ABEITHER001	Abeitas	0.00
ABILAREN001	Abilascr,	0.00
ABILAREN001	Abilascr,	0.00
ABLERMIL001	Ablerscr,	0.00
ACKERJOH001	Ackerley	1.00

* = record has been imported

Worksheet Totals: Pay: 120.00

Employee: Aaronson,
Employee Type: COORD

Updateable Information
Pay Record
Pay Code: CON
Account Number: 199 E 34 6

Pay Rate: 10,000.0000 Factor/Hours: 1.00 Hours Worked: 0.00 Total Pay: 10,000.00
ACA Hours: 120.00 PR2: 0.00

Pay record pay code - used to determine what pay record to pull ded/bens from.

HR\PA\CP\PW\PW - 2070 - Comp Time Payout

This process will read through each employees time off transactions with the selected time off code and calculate the balance. If the time off code has a positive balance, this process will:

- 1) Build a worksheet record for that employee. The worksheet records account and rate information will be pulled from the employees existing pay record.
- 2) Build a Time Off record for that employee. The Time Off record will have the Date = the cutoff date, Type = 'Allocated', and the Amount = Negative Remaining Balance.

A verification report will print prior to building the Worksheet and Time Off records. The selection parameters from the worksheet screen are ignored during this process.

Time Off Code: COMPENSATION TIME OFF (COMP)

Time Off cutoff date: 06/16/2016 (Time off transactions less than or equal to this date will be used to calculate the time off balance)

Pay Code: COMP STIPEND (COMSC)

REQUIRED: Pay Code to payout the Comp Time to.



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THANK YOU FOR ATTENDING!

