



Texas Skyward User Group Conference

Qmlativ: HR/Payroll Reports and Utilities

James Phillips

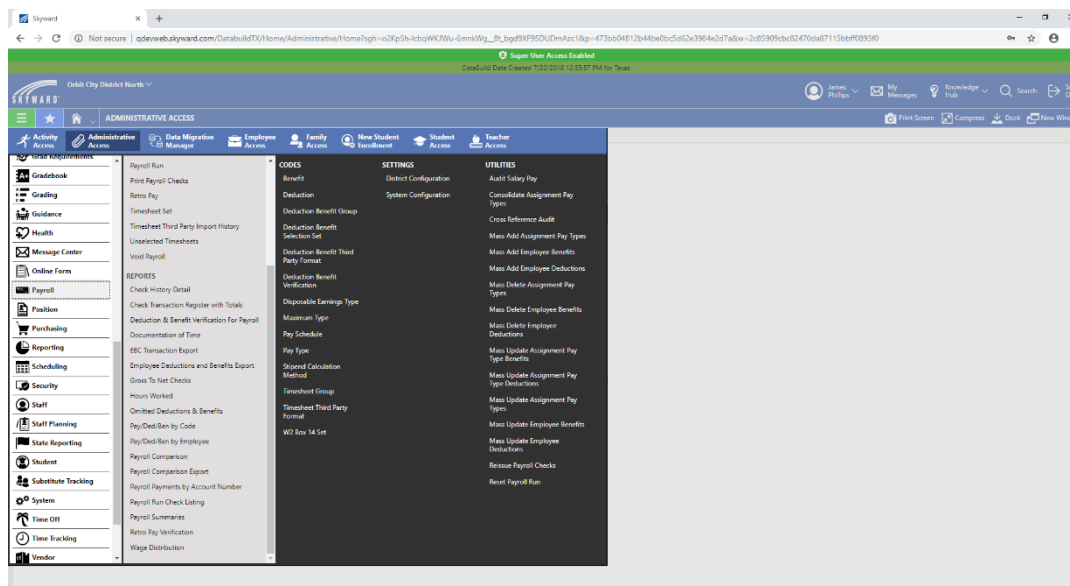


Qmlativ: HR/Payroll Reports and Utilities



Learn about the report options and various utilities available to both your Human Resources and Payroll staff.

Payroll Reports and Utilities options



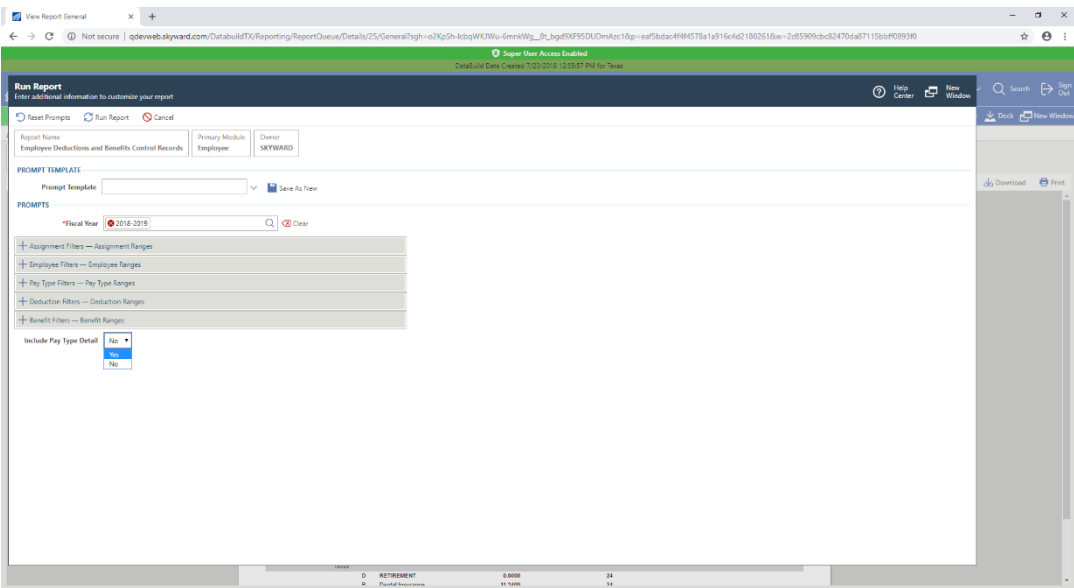
The screenshot displays the Skyward Administrative Access interface. The left sidebar contains a navigation menu with categories such as 'Utilities Requirements', 'Gradebook', 'Guidance', 'Health', 'Message Center', 'Online Forms', 'Payroll', 'Pensions', 'Purchasing', 'Reporting', 'Scheduling', 'Security', 'Staff', 'Staff Planning', 'State Reporting', 'Student', 'Substitute Tracking', 'System', 'Time Off', 'Time Tracking', and 'Vendor'. The main content area is divided into three columns: 'CODES', 'SETTINGS', and 'UTILITIES'. The 'UTILITIES' column lists various options including 'Audit Salary Pay', 'Consolidate Assignment Pay Types', 'Cross Reference Audit', 'Mass Add Assignment Pay Types', 'Mass Add Employee Benefits', 'Mass Add Employee Deductions', 'Mass Delete Assignment Pay Types', 'Mass Delete Employee Benefits', 'Mass Delete Employee Deductions', 'Mass Update Assignment Pay Type Benefits', 'Mass Update Assignment Pay Type Deductions', 'Mass Update Assignment Pay Type', 'Mass Update Employee Benefits', 'Mass Update Employee Deductions', 'Reissue Payroll Checks', and 'Revert Payroll Run'.

Assignment Pay Types report is found under Position but can help with pre-payroll verification.

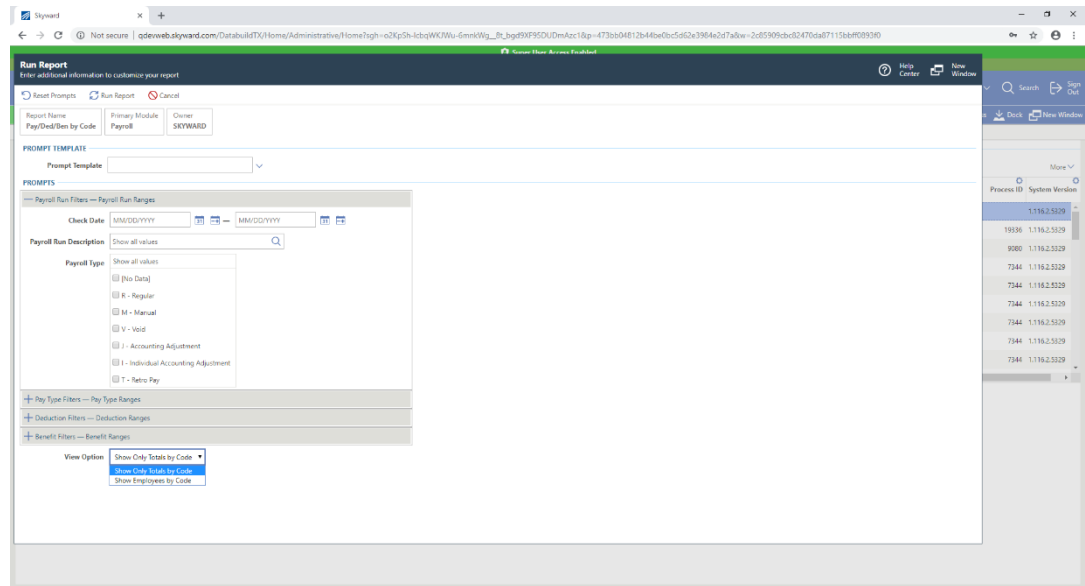
Assignment Pay Types

2020		Orbit City North	
Employee Number: 1225		Employee: Acevedo, Tara Ko	
Pay Type Code		Pay Schedule	
Pay Amount		Account Distribution	
Salary		24 July 0.00 01 E 000 000 000 000 214 (100.00%)	
Benefit		Benefit Amount	
MCARE	CALC	** L 215 00	
SS	CALC	** L 215 00	
Deduction		Deduction Amount	
MCARE	CALC	** L 215 00	
SS	CALC	** L 215 00	
FED	CALC	** L 215 00	

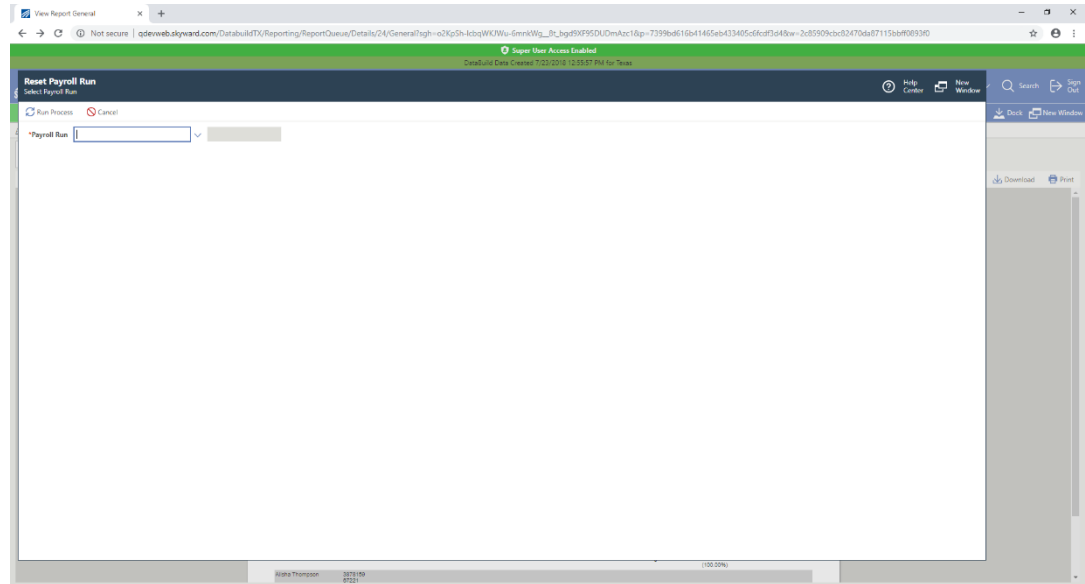
Employee Deductions and Benefits Control Records report is found under Employee and can also be used to show Pay Type Details.



Pay/Ded/Ben by Code report can be used to get totals only or employees by code and totals. Can only get amounts from payrolls. Deduction & Benefit Verification for payroll is similar.

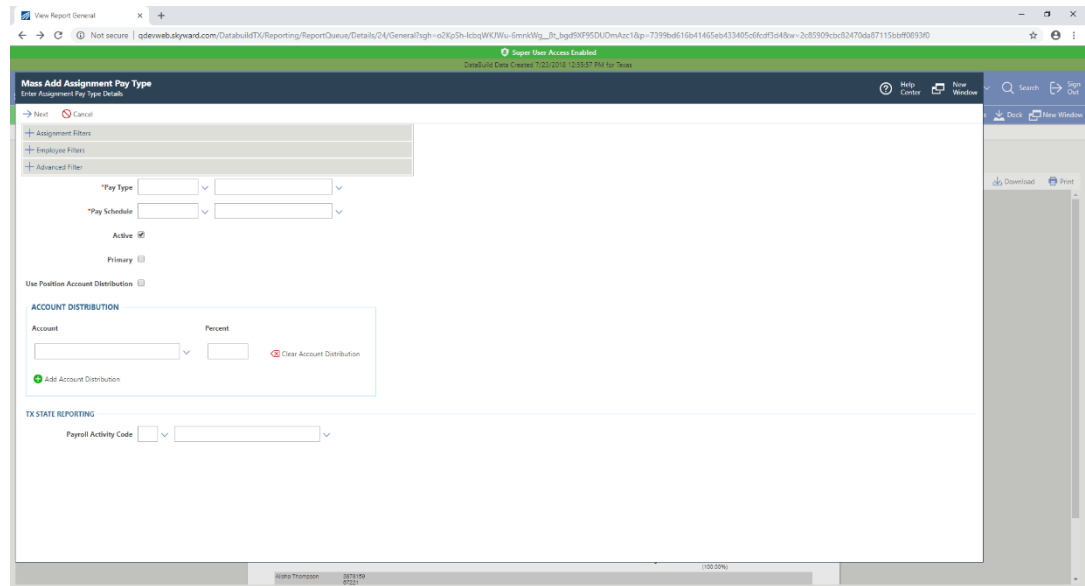


Reset Payroll Run utility can be used to get back to where a payroll error can be fixed even after accounting generated but before updating.



Mass Add Assignment Pay Types utility

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View Report General x +

Not secure | www.skyward.com/Database/Reporting/ReportQueue/Details/24/General?sqh=c0Kp0h-fcbjWUWw-fmrKwG_Bh_hgd9X955DkDmAcz16p-7399bd616b41465eb433495c6cfd344bW-2d85909cb3470da87115bbf0093d0

Super User Access Enabled
Default Data Created 7/20/2016 12:55:57 PM for Texas

Mass Add Assignment Pay Type
Enter Assignment Pay Type Details

Next Cancel

Assignment Filter
Employee Filter
Advanced Filter

*Pay Type [v] [v]

*Pay Schedule [v] [v]

Active

Primary

Use Position Account Distribution

ACCOUNT DISTRIBUTION

Account	Percent
[v]	[] <input type="button" value="Clear Account Distribution"/>

+ Add Account Distribution

TXSTATE REPORTING

Payroll Activity Code [v] [v]

Wally Thompson 2/19/16 2/21/16 (100.00%)



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THANK YOU FOR ATTENDING!

