



Texas Skyward User Group Conference

# Payroll Tips and Tricks

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# Payroll Tips and Tricks



Discover if there are options within the Payroll Module that will allow you to speed-up, or streamline, your payroll processing steps. Maybe you have some useful tips that you'd like to share as well!

- Deduction/Benefit Default Setup
- Unpaid Time Off Import (Create Dock Pay)
- Adding Deduction/Benefit Codes within the Payroll
- Retrieving a previous ACH file
- Assignment Export/Payroll Import

## Deduction/Benefit Default Setup

**Employee Type Codes (534)**

Views: General Filters: \*Skyward Default

Code	Short Description	Long Description	Count
▼ Admin	Administration	Administration	0

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

▼ **Default Deductions** Edit Deductions

Code	Level
401K	3
FEDT	1
FICAM	1
FICAR	1

▼ **Default Benefits** Edit Benefits

Code	Level
FICAM	1
FICAR	1
RETIR	1
TAXLF	2

▼ **Time Off Default Detail** Edit Time Off Default

Code	Group	Units
ADMIN	9	Hours
Per	2	Days
SICK	1	Days
VAC	3	Days

▶ APrin	Asst Principal	Assistant Principal	0
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## Adding Deduction/Benefit Codes within the Payroll

HR\PA\CP\SE - 745 - Change/Select Pay Record

Name: BRADYTHO000 Brady, Thomas (Cafeteria Work) Info OK Cancel Period End Date: 06/06/2018

HR\PA\CP\SE - 745 - Number of Times to Pay Deductions/Benefits Info OK Cancel

Name: BRADYTHO000 Brady, Thomas (Cafeteria Work) Info OK Cancel

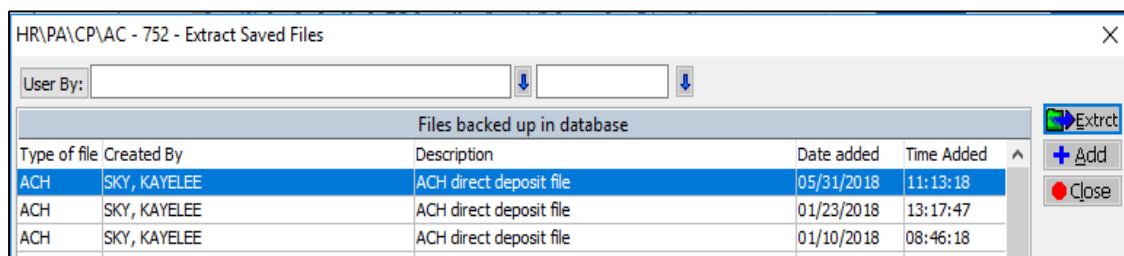
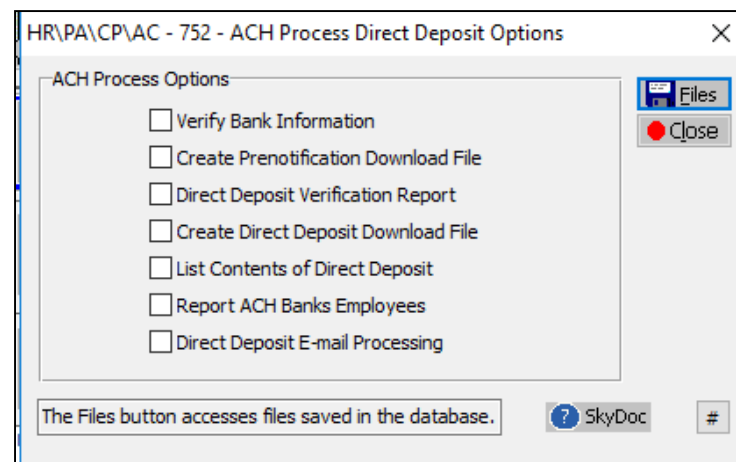
Available Control File Deds		Selected Transaction Deductions				
Code	Description	Code	Description	Type	Amount/Rate	Times
1TC	TRS-CARE	SVIS	VISION INS	Amt	20.0000	1
1TR	RETIREMENT	ATPE	ATPE	Amt	13.0000	1
CHLDS	CHILD SUPPORT	FEDT	FED TAX	Clc	0.0000	1
		FICAM	FICA-M	Clc	1.4500	1
		FICAR	FICA R	Clc	6.2000	1
		FLEX2	FLEX2	Amt	10.0000	1
		GARN	GARN	Pct	20.0000	1
		HEAL	HEALTH INS	Amt	195.0000	1

Code: 1TC   View Active Setup Codes

View Control File Codes

Account Number for Highlighted Code: 863 L 00 2155 00 000 0 00 000

## Retrieving a previous ACH File





## Payroll Import Process (Part 2 of 2 for Assignment Export/Payroll Import)

Assignment Export/Payroll Import Parameters - WH\AD\EM\AE - 11683 - 05.17.10.00.12 - Google Chrome

broker6:92/scripts/cgiip.exe/WService=11212web/rappjjoblst436.w?isPopup=true

### Assignment Export/Payroll Import Parameters (218)

**Import Parameters**

Plan:

\* Selection Parameters:

Select Non Contract Pay Codes to not Include in Merge Criteria ?

**Pay Record Factor Options for 'Rate Type' pay codes**

Set to zero  
 Pull from assignment (Total Hours divided by frequency)  
 Keep factor value from current pay record (0 if does not exist)  
Note: Non-Rate type pay code factors are automatically set to 1.

**Paid Date Import Options**

Do not import Paid Start/Stop Dates  
 Import Paid Start/Stop Dates into pay control file  
 Import Paid Start/Stop Dates into pay record

**Contract Active Flag Options**

Set to active and inactivate all other contracts with the same pay code  
 Set to inactive

**Pay Record Creation Options ?**

Always create new pay record  
 If pay record exists update with assignment information, otherwise create a new pay record  
 Keep account distribution for Additional Pay Codes

**Deduction Calculation Options ?**

Maximum Matrix Step:  Calculation Percent:

**Contract Records Creation Options**

If contract record does not exist contract record is created.  
 If contract record does exist:

Update with assignment information  
 Print exception

**Payroll Import Options Based on Assignment Code Setup**

Create Time Off setup information

**Retirement Hours Options**

Zero out retirement hours  
 Keep retirement hours from current pay record (if does not exist 0)  
 Get retirement hours from assignment (calendar hrs/frequency)

Asterisk (\*) denotes a required field







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**THANK YOU FOR ATTENDING!**

