



Texas Skyward User Group Conference

TX-040-Payroll: Entry of Hourly and Supplemental Pay

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Payroll: Entry of Hourly and Supplemental Pay



This session covers basic hourly and supplemental Payroll worksheets and setting up options for data entry and verifying totals

- Payroll worksheets simplifies payroll processing.
- How to setup Payroll Worksheets
- Worksheet Data Entry Options
- How to verify your worksheet totals

Click Add to create a new Payroll Worksheet.

HR\PA\CP\PW\PW - 2070 - Payroll Worksheet

Worksheet Master		
Description	Last Import Date	Last Import Time
0- Time Off Unpaid Leave KL	02/06/2018	2:07:14 PM
0. Comp Time Payout		
0. Import TO Dock		
0. True Time Test KR	08/10/2018	3:57:39 PM
1-AFTER SCHOOL	08/21/2019	4:45:51 PM
1-BUS COACH	10/05/2016	5:19:13 PM
1-BUS DOCKS	03/04/2016	11:26:10 AM
1-BUS EXTRA	08/24/2017	10:26:40 AM
1-BUS HBMET,HBFD,HBTRV,SUBB	08/10/2018	3:57:39 PM
1-CAFE EXTRA & DOCKS	03/04/2016	11:26:17 AM
1-CAFETERIA SUBS APRIL 15TH	03/04/2016	11:26:41 AM
1-CUSTODIAL SUBS APRIL 15TH	03/04/2016	11:26:41 AM
1-DOCK APRIL 15TH	01/02/2018	12:18:57 PM
1-EXTRA DUTY	08/24/2017	8:55:07 AM
1-FEDERAL GRANT	08/24/2017	8:55:07 AM
1-GATE WORKERS	08/24/2017	8:55:08 AM
1-SUBSTITUTES	03/04/2016	11:26:45 AM
1-TUTORING	08/24/2017	8:55:10 AM
1-ZZ BUS APRIL 3/15 - 4/4		
2-BUS EXTRA	03/25/2014	3:47:00 PM
2-CAFE EXTRA & DOCKS	03/25/2014	3:47:01 PM

Lookup: 1-AFTER SCHOOL

Highlight the desired worksheet - If importing, use Ctrl or Shift to select multiple worksheets.

Detail for Selected Worksheet Master			
* Employee Name	Emp Type	Pay Code	Amount
* Abilascr, Renay J	SUBS	FGJES	25.0000
* Albersonscr, Willie G	TCH10	FGRRE	25.0000
* Alfreyascr, Anabel O	TCH10	FGWJH	25.0000
* Ammannascr, Bernadette G	AID10	FGFSE	20.0000
* Arizascr, Celestina Y	TCH10	FGTES	25.0000
* Atienzascr, Carry B	AID10	FGWHS	20.0000
* Bertiscr, Margie H	LIBR	FGHES	25.0000
* Bertinscr, Reba H	CAWKR	FGTES	20.0000
* Bilalscr, Ashli J	SUBS	FGTES	20.0000
* Bogardusscr, Wai H	AID11	FGWJH	20.0000
* Brackensscr, Madlyn W	SUBS	FGTES	20.0000
* Brahamscr, Kay H	TCH10	FGRRE	25.0000
* Britescr, Anne H	TCH11	FGWHS	25.0000
* Brodwellscscr, Leighann M	TCH10	FGHES	25.0000
* Buckerscr, Peggy H	AID11	FGHES	20.0000
* Burttscr, Shirlee S	TCH10	FGHES	25.0000
* Caddyscr, Yolando I	TCH10	FGRRE	25.0000
* Casadoscr, Shelly I	TCH10	FGWJH	25.0000
* Casazzascr, Yee I	LIBR	FGRRE	25.0000
* Chattinscr, Kayce C	SUBS	FGFSE	20.0000
* Clausscr, Suzi X	SUBS	FGRRE	20.0000

* = record has been imported into payroll

Web Options SkyDoc

The Worksheet setup screen. Column Display Sequence can be changed to make data entry easier. The same with

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Worksheet Description: AFTER SCHOOL

When importing worksheet records to payroll, where should the process get the associated deductions and benefits:
 * This option can only be modified if worksheet detail does not exist.

Display a laundry list of employee's pay records and allow user to select one.
 Enter a pay code now. Each employee added MUST have an existing pay record with this pay code.

Pay Code:

Enter Employee By: Name Key Social Security Number* Employee ID* * The entry screen will take longer to load.

Template Type: Full (All fields) Abbreviated (Amount and Account Number only)

Accumulate hours for duplicate records when importing this worksheet into payroll

Browse Display Sequence

- Building/Employee Key (BE)
- Check Location/Employee Key (LE)
- Building/Check Location/Employee Key (BLE)
- Employee Type/Employee Key (TE)
- Employee Key (E)
- Sequence Records were Added (S)

Column Display Sequence

- Employee Key
- Employee Name
- Pay Code
- Account Number
- Pay Rate
- Factor/Hours
- ACA Hours
- Employee Type
- Check Location
- Building
- Total Pay

Move (up/down arrows)

Initialize Fields To

- Values from Pay Record
- Values from the Last Entry
- Zero (Amount, Factor/Hours)
- Amount from Pay Record - Zero Factor/Hours

Entry Sequence

Use Optional Transaction Pay Code

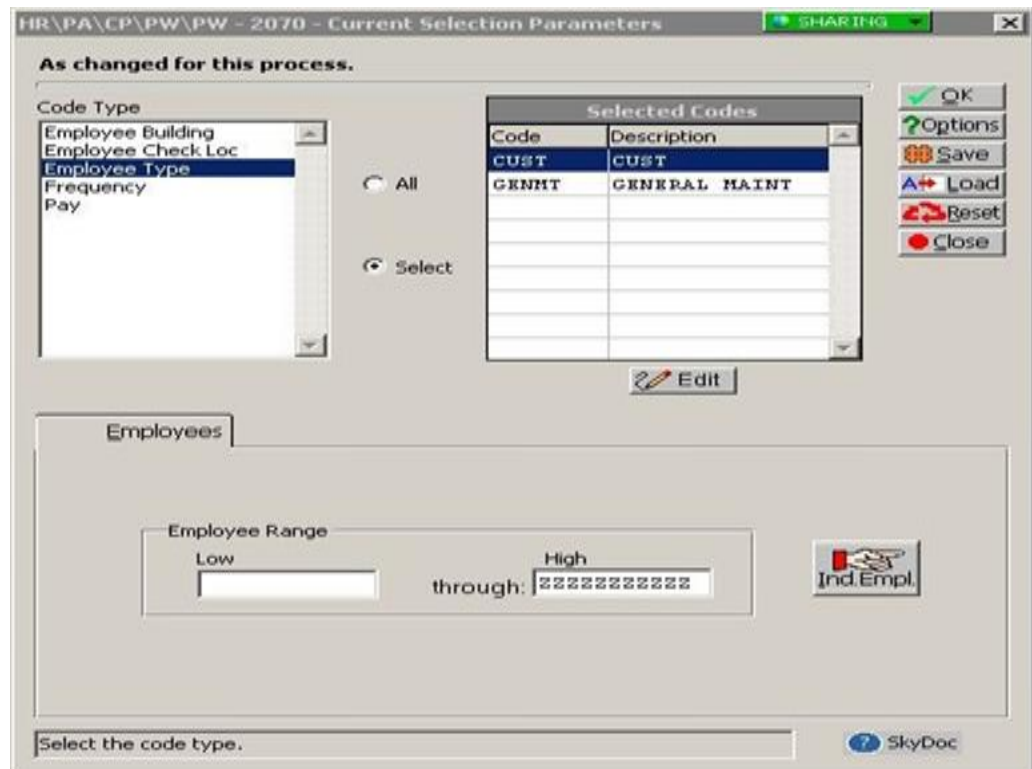
Start On: Factor/Hours

Go To: Next Record After: Factor/Hours

Starting field for worksheet entry.

OK Help Cancel SkyDoc

Narrow down your employee types selections.



Manually enter the hours worked by each employee. Pay Rate and Account Number information can also be edited if needed.

HR\PA\CP\PW\PW - 2070 - Payroll Worksheet TL HOURLY - CUSTODIANS/MAINTENANCE - Employee Key Sequence SHARING

Selection Parameters Last Used Parameters

Name Key	Employee Name	Pay Code	Account Number	Pay Rate	Factor/Hours
* ARON0JAN001	Aronowitzscr, Jan G	CUST	199 E 51 6129 00 002 0 99 000	963.0600	1.00
BLACKVAN001	Blackerbyscr, Van H	CUST	199 E 51 6129 00 002 0 99 000	1,388.4900	1.00
BOYDSJER001	Boydstunscr, Jerry H	CUST	199 E 51 6129 00 002 0 99 000	823.8600	1.00
CARBIPEA001	Carbinscr, Pearlle I	CUST	199 E 51 6129 00 002 0 99 000	965.6700	1.00
CRISCOTH001	Crisciscr, Otha I	CUST	199 E 51 6129 00 043 0 99 000	930.0700	1.00
CROMLVEL001	Cromleyscr, Velda I	CUST	199 E 51 6129 00 043 0 99 000	863.8800	1.00

* = record has been imported into payroll. Lookup: ARON0JAN001

Total Pay: 63,375.36 Total Factor/Hours: 60.00

Employee: Aronowitzscr, Jan G Time Off Hours Per Day: 8.0000 Roll Back

Employee Type: CUST CUST Building: MNT BUILDING - MNT Check Location: WH5 CHK LOC - WH5

Updateable Information

Pay Record Pay Code: CUST CUST OK Cancel

Account Number: 199 E 51 6129 00 002 0 99 000 Edit

Pay Rate: 963.0600 Factor/Hours: 1.00 Total Pay: 963.06

Build worksheet records from employee pay records. SkyDoc

Quick Add option is also available. If some employees have been omitted.

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Quick Entry Options (Worksheet parameters and entry screen parameters are ignored)

Retain Account Number from previous entry Select Employee By: Social Security Number
 Pull Pay Rate from pay record (otherwise zero) Security User Name
 Pull Factor/Hours from pay record (otherwise zero) Full Name
 Retain employee from previous entry (does not retain pay record) Name Key

Social Security Number: 0 - -

Security User Name: (not displayed unless "Security User Name" is selected in the Select Employee By field)

Name

Pay Record Pay Code

Account Number: Edit

Pay Rate: 0.0000

Factor/Hours: 0.00 Total Pay: 0.00

+ Add & Again
OK
Cancel

The employee's Social Security Number. SkyDoc



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THANK YOU FOR ATTENDING!

