



Texas Skyward User Group Conference

Building and Importing Payroll Worksheets

Jessica McWhorter



How to create worksheets by building or importing employee transactions with reporting the data along with other options

- Create Template
- Payroll Parameters
- Add Option
- Quick Add Option
- Clone Option
- Importing Worksheet

Create Template

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 | 08/22/2019 | 10:57:09 AM |
| 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: 0- Time Off Unpaid Leave KL

Use the Add button to add worksheets.

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

Worksheet Description:

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

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:
 Go To: After:

REQUIRED: Worksheet master description.

Payroll Parameters

HR\PA\CP\PW\PW - 2070 - Current Selection Parameters

As changed for this process.

Code Type

- Employee Building
- Employee Check Loc
- Employee Type
- Frequency
- Pay

All

Select

| Selected Codes | |
|----------------|-----------------|
| Code | Description |
| ADM11 | ADMIN 11 MONTHS |
| ADM12 | ADMIN 12 MONTHS |
| COORD | COORDINATOR |
| TCH10 | TEACHER 10 MO |
| TCH11 | TEACHER 11 MO |
| TCH12 | TEACHER 12 MO |
| TEACH | TEACH |

HR\PA\CP\PW\PW - 2070 - Emp Type Codes Selection

Emp Type Codes Selection for this process.

| Available Emp Type Codes | |
|--------------------------|----------------|
| Code | Description |
| AID10 | AIDE 10 MONTHS |
| AID11 | AIDE 11 MONTHS |
| AID12 | AIDE 12 MONTHS |
| AIDE | AIDE |
| BOARD | BOARD MEMBER |
| BUSDR | BUS DRIVER |
| BUSMO | BUS MONITOR |
| BUSMT | BUS MAINT |
| CAMGR | CAFETERIA MGR |
| CAWKR | CAFETERIA EMP |
| COU11 | COUNSELOR 11MO |
| COUNS | COUNSELOR |

Lookup: AID10

| Selected Emp Type Codes | |
|-------------------------|-----------------|
| Code | Description |
| ADM11 | ADMIN 11 MONTHS |
| ADM12 | ADMIN 12 MONTHS |
| COORD | COORDINATOR |
| TCH10 | TEACHER 10 MO |
| TCH11 | TEACHER 11 MO |
| TCH12 | TEACHER 12 MO |
| TEACH | TEACH |

Lookup: ADM11

Hold the Control key and click for multiple selections

Add

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

Name: Ackerleysr Johanne P ACKERJOH001 [Info] [Left Arrow] [Right Arrow] [Select] [Close]

| Active Pay Records in Selected Parameters | | | | |
|---|-------------------------------|-----------|------------------------------|---------------------|
| Pay Code | Account Number | Pay Rate | Factor/ Frequency Hours Code | Frequency Pays/Year |
| ADM | 240 E 35 6119 00 999 0 99 000 | 2253.3400 | 1.0000 24 | 24 |
| DCKSP | 240 E 35 6119 00 999 0 99 000 | 239.2900 | 0.0000 24 | 24 |
| HEXTR | 240 E 35 6119 00 999 0 99 000 | 29.9100 | 15.0000 24 | 24 |
| OVT | 240 E 35 6119 00 999 0 99 000 | 44.8700 | 0.0000 24 | 24 |

Display all active pay records for this employee Number of Worksheet Entries to Create: 1 [?]

Lookup using name key to add a record. [? SkyDoc]

Quick Add

HR\PA\CP\PW\PW - 2070 - Payroll Worksheet Quick Add - ADD X

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

Retain Account Number from previous entry
 Pull Pay Rate from pay record (otherwise zero)
 Pull Factor/Hours from pay record (otherwise zero)
 Retain employee from previous entry (does not retain pay record)

Select Employee By:
 Social Security Number
 Security User Name
 Full Name
 Name Key
 Employee ID

Social Security Number:

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

Name

Employee ID:

Pay Record Pay Code

Account Number:

Pay Rate:

Factor/Hours: Total Pay:

ACA Hours: ACA Factor:

The employee's Social Security Number.

Clone

HR\PA\CP\PW\PW - 2070 - Payroll Worksheet ADD - Employee Key Sequence

Selection Parameters Last Used Parameters ACA Date Range: 09/19/2019 to 09/19/2019

| Worksheet Entries | | | | | | |
|-------------------|------------------------|----------|-------------------------------|------------|--------------|--|
| Name Key | Employee Name | Pay Code | Account Number | Pay Rate | Factor/Hours | |
| * ACKERJOH001 | Ackerleyscr, Johanne P | ADM | 240 E 35 6119 00 999 0 99 000 | 2,253.3400 | 1.00 | |
| ACKERJOH001 | Ackerleyscr, Johanne P | ADM | 240 E 35 6119 00 999 0 99 000 | 2,253.3400 | 1.00 | |
| APOSCODE001 | Aposcr, Odell G | ADM | 199 E 34 6119 00 999 0 99 000 | 2,500.0000 | 1.00 | |
| APOSCODE001 | Aposcr, Odell G | ADM | 199 E 34 6119 00 999 0 99 000 | 2,500.0000 | 1.00 | |

* = record has been imported into payroll. Lookup: APOSCODE001

Worksheet Totals: Pay: 9,506.68 Factor/Hours: 2.00 ACA Hours: 2.00

Employee: Aposcr, Odell G TimeOff Hours Per Day: 4.0000

Employee Type: ADM12 ADMIN 12 MONTHS Building: TRANS BUILDING - TRAN Check Location: TRANS CHK LOC - TRANS

Updateable Information

Pay Record Pay Code: ADM ADMINISTRATOR

Account Number: 199 E 34 6119 00 999 0 99 000

Pay Rate: 2,500.0000 Factor/Hours: 1.00 Total Pay: 2,500.00

ACA Factor: 1.0000 ACA Hours: 0.00

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

Import

HR\PA\CP\SE - 745 - Current Payroll Selection Parameters

Period End Date 09/19/2019 **Check Date** 09/19/2019 **# of Times to Pay** 1

OK Report Close

ACA Entry Options
 Date Range: 09/19/2019 to 09/19/2019

Employee/Pay Record Parameters

Default Parameters (as changed for this payroll.)

Code Type
 Employee Building
 Employee Check Loc
 Employee Range
 Employee Type
 Frequency Type
 Pay

All Select

Employee Range
 Low: High: ZZZZZZZZZZ

Selected Codes

| Code | Description |
|------|-------------|
| *ALL | All |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Deduction/Benefit Times to Pay

Default Ded/Ben Times (as changed for this payroll.)

Deduction Codes

| Code | Description | Times |
|-------|-----------------|-------|
| OMC | MEDICARE TAX | 1 |
| OPST | DEFER COMPENSAT | 0 |
| OPST2 | DEFER COMP 457 | 1 |
| OPSTA | OPST ADJ | 0 |
| OSS | FICA | 0 |
| OTBB | TRS BUY BACK | 1 |
| OTC | TRS INS. CONTRI | 1 |

Benefit Codes

| Code | Description | Times |
|-------|------------------|-------|
| OERPD | EMPLOYER PD HEA | 1 |
| OMC | MEDICARE TAX | 1 |
| OPST | XXXXXXXXXXXXXXXX | 0 |
| OPST2 | DEF COMP 457 | 1 |
| OPSTA | OPST ADJ | 0 |
| OSS | FICA | 1 |
| OTC | TRS INS. CONTRI | 1 |

The code type.

Import

HR\PA\CP\SE - 745 - Select for Payroll Run Number: ACA / ACA IMPORT

Current Parameter Selections
 Parameter Set Description: Default Parameters (as changed for this payroll).
 Ded/Ben Parameter Set Description: Default Ded/Ben Times (as changed for this payroll).
 Period End Date: 09/19/2019 Check Date: 09/19/2019 Times To Pay: 1

Selected Transactions

| Name Key | Employee Name | Employee Type | Period End Date | Pay Code | Account Number |
|-------------|------------------------|---------------|-----------------|----------|-------------------------------|
| ACKERJOH001 | Ackerleyscr, Johanne P | ADM12 | 09/19/2019 | ADM | 240 E 35 6119 00 999 0 99 000 |
| APOSCODE001 | Aposcr, Odell G | ADM12 | 09/19/2019 | ADM | 199 E 34 6119 00 999 0 99 000 |
| APOSCODE001 | Aposcr, Odell G | ADM12 | 09/19/2019 | ADM | 240 E 35 6126 00 002 0 99 000 |

Employee: Aposcr, Odell G Name Key: APOSCODE001

Current Selected Transaction Information

| | |
|-------------------------|---|
| Rate/Amount: 2,500.0000 | X |
| Hours/Factor: 1.0000 | = |
| Total: 2,500.00 | |

Employee ACA Hours

| | |
|----------------|------|
| Total: 7.00 | View |
| Pay Code: 7.00 | |

Employee Totals

| |
|----------------------|
| Hours/Factor: 2.0000 |
| Total: 5,000.00 |

Transactions for the highlighted employee.



Texas Skyward User Group Conference

THANK YOU FOR ATTENDING!

