

Specialized Data Systems, Inc.

Web Financial Office

**How to Optimize Payroll and Use Customizable
Payroll Reports**

Online Course Manual

Specialized Data Systems, Inc. © 2017

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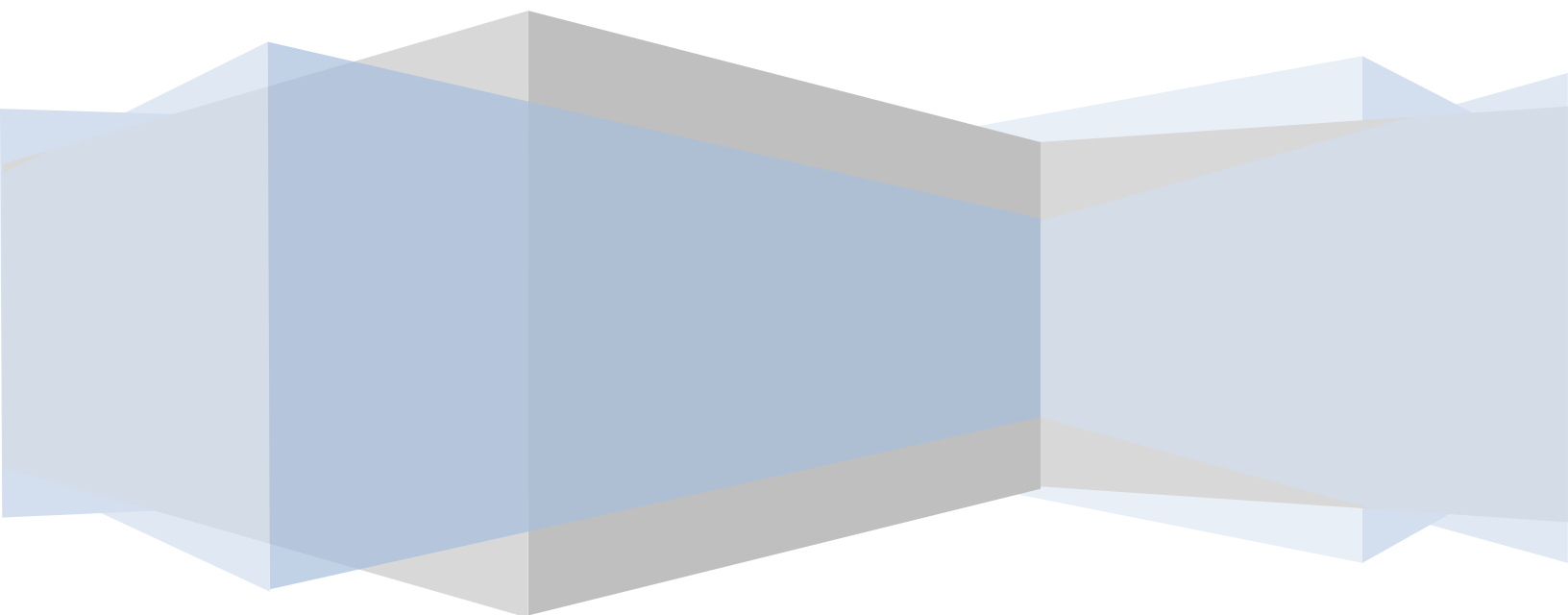




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How to Optimize Payroll and Use Customizable Payroll Reports

How to Change Deduction-Benefit Descriptions and/or Deduction-Benefit Codes

IMPORTANT NOTE: Do not complete these steps with payroll open.

Before doing either of these processes send a copy of your database for a backup and run a Deduction Master List for review. Let's take a look at how to complete these steps, before changing the deduction-benefit descriptions and/or deduction-benefit codes.

Send a Copy of Your Database

1. Administrative Utilities
2. Control Center
3. File Transfer
4. Select Send Database to SDS and make note of the file name

Run a Deduction Master List

1. Reports
2. General Accounting Reports
3. Payroll Setup
4. Deduction Master List

5. Make notes on the report for the changes you want to make and review as to not duplicate anything. Run this again once you have done the process for verification.

Now that we completed those two important steps let's dive into how to change the descriptions. Again please do not complete these steps if your payroll is open.



Changing Deduction-Benefit Descriptions

1. Master File Code Entry Options
2. Master File Data Entry & Changes
3. Entry Options: Deductions/Benefits Master
4. Select the Deduction/Benefit Code that needs a description change
5. Description: Type in a new description.
6. Select Save Change

This **only changes the description in the master file** but not throughout the database for the employees.

To change the descriptions for the **employee records** follow the steps below.

1. Administrative Utilities
2. Control Center
3. System Adjustment

Useful Information	<input type="radio"/> Change Month/Year Flag			<input type="radio"/> Vendors/Customers	<input checked="" type="radio"/> Other Operations	<input type="radio"/> Change Account #'s	<input type="radio"/> Combine Employ
Document Control	Open System Evaluation						
File Transfer	Update Year-To-Date Detail Descriptions From Deduction/Benefit Descriptions:						Run
Add Report to a Report Group	Update Year-To-Date Detail History Descriptions From Deduction/Benefit Descriptions:						Run
Add Outside URL	Mass Change Deduction/Benefit Codes	What Codes?	What Order?				
System Adjustments		All Codes	Code				
	Old Code						
		B=N Act=Y AA - AETNA VARIABLE					
	New Code						

4. Update Year-To-Date Detail Descriptions from the Deduction/Benefit Description: Select Run button
5. Update Year-To-Date Detail History Descriptions from the Deduction/Benefit Description: Select Run button.

This utility has just successfully changed the descriptions in your Employee Deduction/Benefits Screen as well as Employee Year to Date Detail Screen.

Now that we have learned how to change the descriptions let's look at how to change the deduction-benefit codes.



Changing Deduction-Benefit Codes

To change the codes follow the steps below.

1. Administrative Utilities
2. Control Center
3. System Adjustment

Update Year-To-Date Detail History Descriptions From Deduction/Benefit Descriptions:		
Mass Change Deduction/Benefit Codes	What Codes?	What Order?
	All Codes	Code
	Old Code	
	B=N Act=Y AA - AETNA VARIABLE	
	New Code	

4. Mass Change Deduction/Benefit Codes

In looking at the screen let's review the different dropdowns.

What Codes?

Click on the drop down and it gives a list of ways to select deductions and/or benefits.

- All Codes
- Active
- Deductions (All)
- Deductions (Active)
- Benefits (All)
- Benefits (Active)

What Order?

In this dropdown you can select which order you would like them in, by code or description.

- Code
- Description



Old Code

Click on the Old Code dropdown and it shows the code list you selected in the order you selected. Select the old code you would like to change.

Old Code
B=N Act=Y AB - PRUDENTIAL
B=N Act=Y AC - JOHN HANCOCK MUTUAL
B=N Act=Y AD - AID ASSOC FOR LUTHERANS
B=N Act=Y AETNA - AETNA VARIABLE
B=N Act=Y AF - FRANKLIN LIFE
B=N Act=Y AG - GREAT AMERICAN LIFE
B=N Act=Y AG7 - GREAT AMERICAN
B=N Act=Y AH - FRANKLIN/TEMPLETON FUNDS
B=N Act=Y AI - FEDERAL KEMPER LIFE
B=N Act=Y AJ - JACKSON NATIONAL
B=N Act=Y AK - KEMPER INVESTORS
B=N Act=Y AL - LUTHERN BROTHERHOOD
B=N Act=Y AM - EQUITABLE LIFE ASSUR

New Code

After selecting the old code to be changed, you can simply type in the new code.

New Code
PRUD-D

The new code should be brief and something that you can glance at and know what it's for. You can put a "-D" and "-B" after the code for deduction/benefit reference as well. That can be an easy reminder if it's a deduction or benefit.

Once you have keyed in the new code select **Run**. *Remember not to have payroll open when running this process.

Mass Change Deduction/Benefit Codes	What Codes?	What Order?	
	All Codes	Code	
	Old Code		
	B=N Act=Y AB - PRUDENTIAL		
	New Code		
	PRUD-D		Run

This utility will change the code in your Employee Deduction/Benefits, Employee Year to Date Detail, and the Deduction/Benefit Master.



Open Payroll Screen-Naming Payout Category

Now let's take a look at the Open Payroll Screen and look at the payout categories. The payout category comes from the employee contract and when selected pulls the contracts with that number into the payroll.

1. To name the Payout Category select **Edit**.

Open	
Contract Selection Option:	Select Category(s)
Select the Contract Payout Category(s) to Include:	<input checked="" type="checkbox"/> Payout Category 0 <input checked="" type="checkbox"/> Payout Category 5 <input checked="" type="checkbox"/> Payout Category 1 <input checked="" type="checkbox"/> Payout Category 6 <input checked="" type="checkbox"/> Payout Category 2 <input checked="" type="checkbox"/> Payout Category 7 <input checked="" type="checkbox"/> Payout Category 3 <input checked="" type="checkbox"/> Payout Category 8 <input checked="" type="checkbox"/> Payout Category 4 <input checked="" type="checkbox"/> Payout Category 9
	(Edit)

2. Enter the new name, click Save Changes.

Open											
Contract Selection Option:	Select Category(s)										
Select the Contract Payout Category(s) to Include:	<input checked="" type="checkbox"/> Payout Category 0 <input checked="" type="checkbox"/> Payout Category 5 <input checked="" type="checkbox"/> Payout Category 1 <input checked="" type="checkbox"/> Payout Category 6 <input checked="" type="checkbox"/> Payout Category 2 <input checked="" type="checkbox"/> Payout Category 7 <input checked="" type="checkbox"/> Payout Category 3 <input checked="" type="checkbox"/> Payout Category 8 <input checked="" type="checkbox"/> Payout Category 4 <input checked="" type="checkbox"/> Payout Category 9										
	(Save Changes) Show contracts										
	<table border="1"><tr><td>Payout Category 0</td><td>Payout Category 5</td></tr><tr><td>Teachers ×</td><td>Payout Category 6</td></tr><tr><td>Payout Category 2</td><td>Payout Category 7</td></tr><tr><td>Payout Category 3</td><td>Payout Category 8</td></tr><tr><td>Payout Category 4</td><td>Payout Category 9</td></tr></table>	Payout Category 0	Payout Category 5	Teachers ×	Payout Category 6	Payout Category 2	Payout Category 7	Payout Category 3	Payout Category 8	Payout Category 4	Payout Category 9
Payout Category 0	Payout Category 5										
Teachers ×	Payout Category 6										
Payout Category 2	Payout Category 7										
Payout Category 3	Payout Category 8										
Payout Category 4	Payout Category 9										
	<input type="button" value="Check/Uncheck"/>										



3. To preview the Contracts to be paid within this Payroll, select the Show Contracts

Open
Show Contracts

Contract Selection Option:	Select Category(s)	(Edit)	
Select the Contract Payout Category(s) to Include:	<input checked="" type="checkbox"/> Payout Category 0 <input checked="" type="checkbox"/> Payout Category 5 <input checked="" type="checkbox"/> Teachers <input checked="" type="checkbox"/> Payout Category 6 <input checked="" type="checkbox"/> Payout Category 2 <input checked="" type="checkbox"/> Payout Category 7 <input checked="" type="checkbox"/> Payout Category 3 <input checked="" type="checkbox"/> Payout Category 8 <input checked="" type="checkbox"/> Payout Category 4 <input checked="" type="checkbox"/> Payout Category 9		<input type="button" value="Check/Uncheck"/>
Select Contracts with a start date before or equal to:	07/01/2017		

You will then be able to view all Contracts to be paid with this payroll date. The initial contracts viewed are limited; select the No Paging to view all contracts.

Contract Selection Option:	Select Category(s)	(Edit)	
Select the Contract Payout Category(s) to Include:	<input checked="" type="checkbox"/> Payout Category 0 <input checked="" type="checkbox"/> Payout Category 5 <input checked="" type="checkbox"/> Teachers <input checked="" type="checkbox"/> Payout Category 6 <input checked="" type="checkbox"/> Payout Category 2 <input checked="" type="checkbox"/> Payout Category 7 <input checked="" type="checkbox"/> Payout Category 3 <input checked="" type="checkbox"/> Payout Category 8 <input checked="" type="checkbox"/> Payout Category 4 <input checked="" type="checkbox"/> Payout Category 9		<input type="button" value="Check/Uncheck"/>
Select Contracts with a start date before or equal to:	07/01/2017		

ID	Name	Category	Description	Original	Paid	Less Other	Balance	This Pay
1033	BAUER, HUNTER S.	1	SOCIAL STUDIES	\$32,231.00	\$5,371.84	\$0.00	\$26,859.16	\$2,685.92
1041	BYRN, WYATT J.	1	MS TEACHER	\$32,231.00	\$5,371.84	\$0.00	\$26,859.16	\$2,685.92
767	CARTWRIGHT, KATELYN R.	1	INSTRUMENTAL MUSIC	\$40,647.00	\$6,774.50	\$0.00	\$33,872.50	\$3,387.25
1042	CROSS, NATHAN T.	1	MS Kindergarten Teacher	\$32,231.00	\$5,371.84	\$0.00	\$26,859.16	\$2,685.92
1043	DETERDING, JESSIE E.	1	Sped Teacher	\$33,000.00	\$5,500.00	\$0.00	\$27,500.00	\$2,750.00
1002	DOIRON, COLLIN J.	1	COUNSELOR	\$64,050.00	\$10,675.00	\$0.00	\$53,375.00	\$5,337.50
1003	DOIRON, HENDALL J.	1	7/8/MATH	\$40,289.00	\$6,714.84	\$0.00	\$33,574.16	\$3,357.42
964	DOWNING, PAYTON E.	1	7/8 LITERACY	\$40,417.00	\$6,736.16	\$0.00	\$33,680.84	\$3,368.08
1044	DREWMAN, JACK P.	1	MATH	\$39,750.00	\$6,625.00	\$0.00	\$33,125.00	\$3,312.50
1001	DUNN, DEVON M.	1	SCIENCE	\$32,231.00	\$5,371.84	\$0.00	\$26,859.16	\$2,685.92
861	EADS, PHILLIP T.	1	P.E.	\$33,843.00	\$5,640.50	\$0.00	\$28,202.50	\$2,820.25
1045	FERRIN, BROOKE H.	1	P.E.	\$36,500.00	\$6,083.34	\$0.00	\$30,416.66	\$3,041.67

- Direct Deposit Report
- Re-Print Direct Deposit Vouchers
- Employee Check Register
- Re-Print File Copy Payroll Checks
- Voucher Register By Bank
- Employee Gross Pay by Account
- Gross Pay Summary by Account
- Payroll Summary Detail
- Void-Payroll Register (Detail)
- Void-Employee Check Register
- Benefit Only Salary Account Distribution

* By Default Custom Reports use payroll date. Un-Check if a different date range is needed.



Gross Pay Entry and Adjustments

The Gross Pay Entry and Adjustment screen will allow quicker entry of time cards and will allow you to add and edit easily while utilizing multiple functionality in one entry screen.

Gross Pay Entry and Adjustment Time Card Entry Screen: Edit Pay

The screenshot shows the 'Gross Pay Entry and Adjustments' screen with the 'Edit Pay' tab selected. The interface includes a top navigation bar with tabs for 'Add Pay', 'Edit Pay', and 'Assign OT'. The main area contains several input fields: 'For Payroll Due' (02/28/2017), 'Payroll Includes' (2/9/2017 - 2/22/2017), and 'Enter for OT Week Starting' (Sunday, 2/5/2017). On the right, there are 'Payment Totals' for Total (\$73,552.18), P - CafeP (\$13,243.39), P - Cert (\$17,407.34), P - Keyed (\$39,431.78), and P - Supp (\$3,469.67). Below the input fields, there are navigation controls including 'Cloned', 'Page 1 of 5', 'Display Lines: 20', and 'Other Fields'. At the bottom, there is an alphabetical search bar with radio buttons for letters A through Z, 'All', and 'Clear', and a 'Name to Find' text box.

Gross Pay Entry and Adjustment Time Card Entry Screen: Add Pay

This screenshot shows the 'Gross Pay Entry and Adjustments' screen with the 'Add Pay' tab selected. It features the same top navigation and input fields as the previous screen. Below the input fields, there is an alphabetical search bar with a 'q-list' checkbox. The main section contains a form for adding a new pay entry, including fields for 'ID or Name', 'Employee' (Anacker, Jessica), 'Employee Master Area (OP 1-4)', 'Quick Pick #', 'Account to Charge (Exp Accts)', 'Description', 'Rate', 'Hours', 'OT Hrs', 'Units', '\$ Adj', 'Gross', 'Grv Code', 'Ben Dist', 'Ret.CD', 'FICA?', 'Normal Pay Hours', 'Position', and 'Reimbursement'.

Gross Pay Entry and Adjustment Time Card Entry Screen: Add Pay with "q-list" activate

This screenshot shows the 'Gross Pay Entry and Adjustments' screen with the 'Add Pay' tab selected. An 'employee q-List' is visible on the left side of the screen, listing employees: Anacker, Jessica; Apple, Christopher J.; Arthur, Aaron G.; Arthur, Kasey D.; and Avila Hernandez, Jaime Naresi. The 'q-list' checkbox in the search bar at the bottom is checked and highlighted with a red box.



Enter Time Card Information Pulled from Employee Demographics

Let's now enter a time card using information being pulled from the Employee Demographics area. TO do this select "Add Pay"

- Key the employee ID number or name. Hit enter or
- If "q-list" is active select the radio button next to the letter of the last name and a list will appear to the left to choose a name
- If the name search finds multiple matches the dropdown with the employee names will display. Select the "Alt" & Down Arrow key to navigate the employee to pay.
- The employee demographic account numbers, contracts and positions will display.

- Enter a 1 in the "Quick Pick #" text box, enter. This will select the first account for the employee. Note: The Account number 10-1110-110-6, Rate of \$18.95 & Hours of 1 populates because of the quick # being entered. This information is pulled from the Employee Demographic screen Account 1/Rate1/Hours 1. Four accounts with associated rates, hours, and gross codes can be added in the Employee Demographic area to be available for selection when doing payroll.

- If no changes need to be made hit and the time card will record. The cursor will automatically go to ID or Name field for next entry.
- If you need to make changes to the description, hours, or other fields tab through those fields make the changes and hit enter. Note that there is an "Other Fields" select for states that need to utilize fields that are not shown.

This example **will pay an employee with a contract that has a percentage distribution to more than one account number.**

- After selecting the employee the contracts & positions became available in the "Contracts & Positions (QP5-x).



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- Enter a 5 in Quick Pick# field (or the number associated with the information you want to pull into the payroll) the screen displays the account numbers associated with the contract and the percentage break down.

Contracts & Positions (QP 5-x)		<input checked="" type="radio"/> (5) 2015/16 BASE SALARY - \$0.0000 Hrs:0 Cert\$38357.5(200)
Contract Name	36800	Account Distribution
Employee	Bradley, Stephon D.	<input checked="" type="checkbox"/> 10-1110-110-6 @ 75% <input checked="" type="checkbox"/> 10-1110-110-8-02 @ 25%
Quick Pick #	5	<input type="radio"/> 10-1110-110-6 \$18.95 Hrs:1 <input type="radio"/> 10-1110-110-6 \$25.2 Hrs:1
Account to Charge (Exp Accts) <input checked="" type="checkbox"/>		<input type="text"/> Use Distribution <input type="text"/> Sms Reg Prog Salaries 10-1110-110-6

- Key in the rate and make any other changes to the payroll fields and hit enter. The program will split the rate according to the percentages from the contract

Account to Charge (Exp Accts) <input checked="" type="checkbox"/>		<input type="text"/> Use Distribution																															
<input checked="" type="checkbox"/> Use Account Title	Rate: <input checked="" type="checkbox"/>	Hours: <input checked="" type="checkbox"/>	OT Hrs: <input type="checkbox"/>																														
<input type="text"/> Reg Prog Salaries	<input type="text"/> 100.00	<input type="text"/> 1	<input type="text"/> 0																														
<table border="1"> <thead> <tr> <th>Pay?</th> <th>Type</th> <th>Emp #</th> <th>Name</th> <th>Rate</th> <th>Req Hrs</th> <th>OT Hrs</th> <th>Units</th> <th>Adj</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>P</td> <td>36800</td> <td>Bradley, Stephon D.</td> <td>100</td> <td>0.75</td> <td>0</td> <td>0</td> <td>0.00</td> <td>75.00</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>P</td> <td>36800</td> <td>Bradley, Stephon D.</td> <td>100</td> <td>0.25</td> <td>0</td> <td>0</td> <td>0.00</td> <td>25.00</td> </tr> </tbody> </table>				Pay?	Type	Emp #	Name	Rate	Req Hrs	OT Hrs	Units	Adj	Gross	<input checked="" type="checkbox"/>	P	36800	Bradley, Stephon D.	100	0.75	0	0	0.00	75.00	<input checked="" type="checkbox"/>	P	36800	Bradley, Stephon D.	100	0.25	0	0	0.00	25.00
Pay?	Type	Emp #	Name	Rate	Req Hrs	OT Hrs	Units	Adj	Gross																								
<input checked="" type="checkbox"/>	P	36800	Bradley, Stephon D.	100	0.75	0	0	0.00	75.00																								
<input checked="" type="checkbox"/>	P	36800	Bradley, Stephon D.	100	0.25	0	0	0.00	25.00																								



This example will pay an employee based on the information entered in the Employee Position area.

- After selecting the employee the contracts & positions became available in the “Contracts & Positions (QP5-x).
- Enter a 6 in Quick Pick# field (or the number associated with the information you want to pull into the payroll) the screen displays the account number, hours and rate associated with the employee’s position area.

The screenshot shows a payroll system interface with the following fields and options:

- D or Name:** 36800
- Employee:** Bradley, Stephen D. (dropdown menu)
- Quick Pick #:** 6
- Contracts & Positions (QP 5-x):** (S) 2015/16 BASE SALARY - \$0.0000 Hrs:0 Cert#38357.5(200) (6) Science - 311(20)
- Account Distribution:** 10-1110-110-6 @ 100%
- Employee Master Area (QP 1-4):** 10-1110-110-6 \$18.95 Hrs:1 10-1110-110-6 \$25.2 Hrs:1 N/A N/A
- Account to Charge (Exp Accts):**
- Use Distribution:** (dropdown menu)
- Search:** (button)
- Acct Restriction:** 00 to 20

- Make any other changes to the payroll fields and hit enter to record the time card entry



Editing the Time Entries

1. Select Edit Pay at the Top of the Screen

Pay?	Type	Emp #	Name	Rate	Req Hrs	OT Hrs	Units	Adj	Gross	Description	Ben Dist Y/N	Account #
<input checked="" type="checkbox"/>	P	49536	Anacker, Jessica .	12.25	60	0	0	0.00	735.00	WK END 2/4/16	Y	10-1110-120-6

2. Select the employee by using the name search or alpha radio buttons. Make the change and select Save. 20 lines is the default for display and can be changed to show more entries.
3. If the field that needs to be modified is not showing on the screen select “other fields” to expand the selection.
4. You can edit multiple time cards by making the changes on each field that are displayed. After you have entered your changes select the “Save” button. The system will check all your entries when you push save.
5. If something is entered incorrectly the system will highlight the incorrect entry. You can then correct your entry and select the save button again.

Eliminate a Time Card

To eliminate a time card remove the Check in the column labeled “Pay?” and select “Save”.

Pay?	Type	Emp #	Name
<input checked="" type="checkbox"/>	P	49536	Anacker, Jessica .
<input checked="" type="checkbox"/>	P	720	Arthur, Kasey D.
<input type="checkbox"/>	P	36800	Bradley, Stephon D.
<input checked="" type="checkbox"/>	P	36800	Bradley, Stephon D.
<input type="checkbox"/>	P	36800	Bradley, Stephon D.
<input checked="" type="checkbox"/>	P	36800	Bradley, Stephon D.
<input type="checkbox"/>	P	49490	Broughton, David C.
<input checked="" type="checkbox"/>	P	49491	Brown, Chase C.

Note: When you are in the “Add Item” area you can also make changes to any of the time cards displayed. Simply follow the same rules that apply to the edit area.

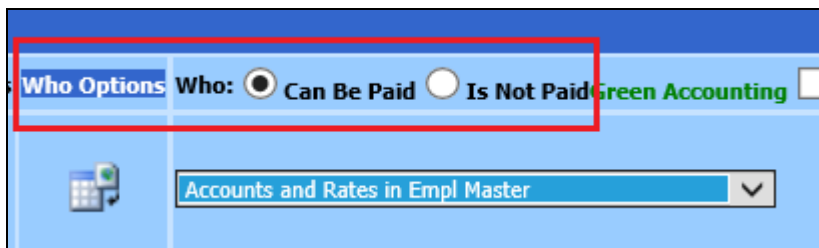


To pay using entries from prior payrolls or as a group for the employees that have accounts in the demographics check out the below options on the screen and follow the below steps.

Who options:

Two basic types of “Who Options” are available, let’s take a look at them now.

1. **Who Can Be Paid:** All employees that fit the criteria of the below selections
2. **Who Is Not Paid:** Employees that fit the criteria of the below selections that don’t already have a time card entry for the payroll selected.



The “Can” and “Not” options also have two possibilities. These two possibilities relate to how the system will look for employees.

The first options are Accounts and Rates in Employee Master file setup area. (the * denotes the employee that was used as the example for the gross pay entry options)

Specialized Data Systems - Test Data Administrator

Payroll Processing | Gross Pay Entry and Adjustm | Remember last opened | Resources Online | SPECIALIZED DATA SYSTEMS

02/28/2017 | 2/9/2017 - 2/22/2017 | Sunday, 2/5/2017 | Accounts and Rates in Empl Master

Other | Page 1 of 10 | Display Lines: 20

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Clear

Name to Find

Save	Pay	Source	Emp #	Name	Rate	Req Hrs	OT Hrs	Units	Adj	Gross	Description	Ben Dist	Y/N	GPC	Account#	Retirement	Fund	FICA
<input type="checkbox"/>	Area_3	49536	Anacker, Jessica .	12.25	0	0	0	0	0	0	Lunch Supervision C.s.	Y			10-1110-120-1	N	10	Y
<input type="checkbox"/>	Area_1	49536	Anacker, Jessica .	11.42	0	0	0	0	0	0	Elem Reg Temp Salaries	Y			10-1110-120-8	N	10	Y
<input type="checkbox"/>	Area_2	49536	Anacker, Jessica .	13.25	0	0	0	0	0	0	Elem Reg Temp Salaries	Y			10-1110-120-8	N	10	Y
<input type="checkbox"/>	Area_1	45040	Apple, Christopher J.	0.0000	0	0	0	0	0	0	Elem Reg Salaries	Y			10-1110-110-9	T	10	N
<input type="checkbox"/>	Area_1	46660	Arthur, Aaron G.	0.0000	0	0	0	0	0	0	Dir Central Salaries	Y			10-2610-110-8	T	10	N
<input type="checkbox"/>	Area_1	720	Arthur, Kasey D.	17.12	0	0	0	0	0	0	Custodial Salaries	Y	2		20-2540-110-8-02	I	20	Y
<input type="checkbox"/>	Area_2	720	Arthur, Kasey D.	17.12	0	0	0	0	0	0	Custodial Overtime	Y			20-2540-130-8	I	20	Y
<input type="checkbox"/>	Area_1	40040	Avila Hernandez, Jaime	0.0000	0	0	0	0	0	0	Personnel Serv Salary	Y			10-2610-110-8-01	T	10	N
<input type="checkbox"/>	Area_1	3940	Baca, Tereza .	0.0000	0	0	0	0	0	0	Elem Salary C.d.	Y			10-1110-110-7	T	10	N
<input type="checkbox"/>	Area_1	48200	Bass, Alyssa L.	0.0000	0	0	0	0	0	0	Dir Curriculum Salaries	Y			10-2610-110-8-02	T	10	N
<input type="checkbox"/>	Area_1	40440	Bentley, Jourd' N K.	0.0000	0	0	0	0	0	0	Bilingual Tbe Sal	Y			10-1800-110-4	T	10	N
<input type="checkbox"/>	Area_1	48720	Bolton, Tyler .	17.12	0	0	0	0	0	0	Custodial Salaries	Y			20-2540-110-8-02	I	20	Y
<input type="checkbox"/>	Area_2	48720	Bolton, Tyler .	17.12	0	0	0	0	0	0	Custodial Overtime	Y			20-2540-130-8	I	20	Y
<input type="checkbox"/>	Area_1	46800	Bradley, Stephon D.	18.95	0	0	0	0	0	0	Sms Reg Prog Salaries	Y			10-1110-110-6	T	10	N
<input type="checkbox"/>	Area_2	46800	Bradley, Stephon D.	25.2	0	0	0	0	0	0	Sms Reg Prog Salaries	Y			10-1110-110-6	T	10	N



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The second option is for Employees with Time Cards from a Previous Payroll. If this option is selected you will then have the ability to select the payroll to be used.

Gross Pay Entry and Adjustments

or Payroll Due Payroll Includes Time by Week Enter for OT Week Starting Add Pay Edit Pay Assign OT Only Benefits Who Options Who: Can Be Paid Is Not Paid Green Accounting Other Payrolls

02/28/2017 2/9/2017 2/22/2017 Sunday, 2/5/2017

Time Cards From Previous Payroll 02/15/2017

Page 1 of 16 Display Lines: 20

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Clear

Name to Find

Save	Pay?	Source	Emp #	Name	Rate	Req Hrs	OT Hrs	Units	Adj	Gross	Description	Ben Dist	V/W	GPC	Account#	Retirement	Fund	FICA
<input type="checkbox"/>		02/15/2017	49391	Almodovar, Oscar .	12.85	-2	0	0	0.0000	-25.7	WK END 1/28/16	Y		0	10-1110-120-2	N	10	Y
<input type="checkbox"/>		02/15/2017	49391	Almodovar, Oscar .	12.85	0.75	0	0	0.0000	9.64	1/25/16	Y		0	10-1110-120-2	N	10	Y
<input type="checkbox"/>		02/15/2017	49391	Almodovar, Oscar .	12.25	-2	0	0	0.0000	-24.5	WK END 1/21/16	Y		0	10-1110-120-2	N	10	Y
<input type="checkbox"/>		02/15/2017	49509	Angel, Jaylin .	13.1	0	2.5	0	0.0000	49.13	WK END 1/30/16	Y		0	20-2540-130-8	I	20	Y
<input type="checkbox"/>		02/15/2017	49412	Aping, Kole B.	13.6	0	0.5	0	0.0000	10.2	WK END 1/30/16	Y		0	20-2540-130-8	I	20	Y
<input type="checkbox"/>		02/15/2017	35980	Armstrong, Kaylin M.	13.25	-2.25	0	0	0.0000	-29.81	WK END 1/21/16	Y		0	10-1110-120-9	N	10	Y
<input type="checkbox"/>		02/15/2017	22760	Arnold, Cortney M.	30.45	6.5	0	0	0.0000	197.93	HIP THRU 1/28/16	Y		0	10-1110-130-8-04	T	10	N
<input type="checkbox"/>		02/15/2017	22760	Arnold, Cortney M.	30.45	5.25	0	0	0.0000	159.86	HIP THRU 1/20/16	Y		0	10-1110-130-8-04	T	10	N

In both cases, to pay the employee **simply check the box** under the column **“Pay?”** and push the save button.

If you would like to check all employees notice that the **“Pay?”** is a button. If you push that button all employees displayed will be checked.

Name to Find

Save **Pay?** Source Emp # Name

<input checked="" type="checkbox"/>	02/15/2017	49391	Almodovar, Oscar
<input checked="" type="checkbox"/>	02/15/2017	49391	Almodovar, Oscar
<input checked="" type="checkbox"/>	02/15/2017	49391	Almodovar, Oscar

Modify the pay entries for the current payroll and select save.



Automatic Evaluation

Automatic evaluation of hours in a work week and the creation of overtime time cards using a blended pay rate.

What does this do? Overtime is normally computed based on a 40 hour work week of Sunday thru Saturday. The automatic assignment of overtime needs to have the ability to collect payroll information based on each week's work if a work week is split between 2 payrolls.

In the example used, the payroll date is 2/28/2017 which is for the period 2/9/2017-2/22/2017.

Payroll Date	Date Closed	Contract Prepared	Default Hours	Cat 0	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Cat 8	Cat 9	Fiscal Year Closed	First Work Day	Last Work Day
3/14/2017			0	0	0	0	0	0	0	0	0	0	0	N	2/23/2015	3/8/2015
2/28/2017			0	0	0	0	0	0	0	0	0	0	0	N	2/9/2017	2/22/2017

That pay period includes 3 weeks, 2 partial and 1 full. Week starting 2/5 and 2/19 would be a part of 2 different pay dates.

February 2017						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4

By using the blended rate/assign OT option the program uses the entries by work week to compute the overtime. If an employee is paid two different rates the blended rate is figured by taking the total gross divided by the number of hours worked in the week. That dollar amount is then divided in half to create the overtime time rate and create a time card entry for the overtime hours.

Stephon Bradley worked 50 hours in a week. 25 hours were paid at 15.00 and 25 were paid at 20.00.

$$\$15 * 25 = \$375.00$$

$$\$20 * 25 = \$500.00$$

$$\text{Gross} = \$875.00$$

$$\$875 / 50 = \$17.50 \text{ per hour} / 2 = \$8.75 \text{ per overtime hour}$$

$$\$8.75 * 10 = \$87.50 \text{ total overtime pay}$$

#	Name	Rate	Req Hrs	OT Hrs	Units	Adj	Gross	Description
0	Bradley, Stephon D.	20	25	0	0	0.00	500.00	WEEK 2/5
0	Bradley, Stephon D.	15	25	0	0	0.00	375.00	WEEK 2/5
0	Bradley, Stephon D.	8.75	0	0	10	0.00	87.50	WEEK 2/5 (OT)



To activate the Blended Pay Rate option follow the below steps:

1. Administrative Utilities/SDS Web Office Settings
2. Select Payroll
3. Activate the Blended Pay Rate with a Y and The First day of the work week, if it is not Sunday, and Save.

Payroll	Auto Award feature in the Human Resource Control Center	N	If Y then the feature to auto awarded Sick, PL, and Vacation will be activated in the Human Resource Control center.
Electronic Time Sheets	Blended Rate Overtime Option - Activate	Y	This option uses a Blended Pay Rate. A Blended Rate is a Weighted Average for wages earned in a week. Blended Rate = (7 Day Wage / Total Hours) * .5.
Time Clock	Blended Rate - First day of the work week	1-Sunday	The First day of the work week. A work week is a seven-day period of time that begins on the same day every week. The system uses this information when evaluating Regular and Overtime hours.
Employee Portal	Contract Fractional Salary	N	Y=New Employee Contracts created midyear using the contract

Using blended rate and assigning OT time cards follow the steps below:

On Gross Pay Entry screen the program displays the First and Last day of work for the payroll date selected and the First day of the week for all weeks that employees could work in. First and Last day dates come from what is entered when the payroll date is applied to the payroll calendar.

For Payroll Due	Payroll Includes	<input checked="" type="checkbox"/> Time by Week	Enter for OT Week Starting
02/28/2017	2/9/2017 - 2/22/2017		Sunday, 2/5/2017 Sunday, 2/12/2017 Sunday, 2/19/2017

1. Choose the week start date under “Enter for OT Week Starting”
2. Enter hours for the days of the week worked for the payroll date.

For Payroll Due	Payroll Includes	<input checked="" type="checkbox"/> Time by Week	Enter for OT Week Starting
02/28/2017	2/9/2017 - 2/22/2017		Sunday, 2/5/2017 Sunday, 2/12/2017 Sunday, 2/19/2017

In the above example the payroll date included days within 3 different weeks. You would put in the hours worked within each of those weeks on the add pay screen.



Assigning Overtime Pay

Let's now take a look at assigning overtime pay. Below is an entry for one of the weeks (the description was added to reference the week start day)

Payroll Processing | Gross Pay Entry and Adjustm | Remember last | Resources

Payroll Includes Time by Week **Enter for OT Week Starting** Add Pay Edit Pay Assign OT

2/9/2017 - 2/22/2017 Sunday, 2/12/2017

Contracts & Positions (QP 5-x) (5) 2015/16 BASE SALARY - \$0.0000 Hrs:0 Cert\$38357.3

Employee Master Area (QP 1-4) 10-1110-110-6 \$20 Hrs:1 10-1110-110-8 \$15 Hrs:1

Account to Charge (Exp Accts) 10-1110-110-6 Sms Reg Prog Salaries | 10-111

Description Use Account Title Rate: Hours: OT Hrs: Units: \$ Adj: Gross: Grs Cod

Week 2/5/217 15 25 0 0 0 0 0

Pay?	Type	Emp #	Name	Rate	Reg Hrs	OT Hrs	Units	Adj	Gross	Description
<input checked="" type="checkbox"/>	P	36800	Bradley, Stephon D.	15	25	0	0	0.00	375.00	Week 2/12/17
<input checked="" type="checkbox"/>	P	36800	Bradley, Stephon D.	20	25	0	0	0.00	500.00	Week 2/12/17

NOTE: This entry is for the full week within the payroll to show how the OT is computed. If it was a partial week, the program would add the hours from this pay date and the prior or next pay. If there was over 40 hours within that start week, OT can be assigned.

To compute overtime pay select the "Assign OT" button at the top of the Gross Pay Entry screen.



The Overtime assignment display divides the possible overtime in separate columns for each week within a payroll. Evaluate the computation, modify if you necessary. **Un-Check if you do not wish to award the overtime indicated.**

Weighted Average Over Time Assignment Options:									
Starting	Sunday, 2/5/2017	40	Regular Hours Before OT	Sunday, 2/12/2017	40	Regular Hours Before OT	Sunday, 2/19/2017	40	Regular Hours Before OT
OT List									
OT If Checked									
ALL OT									
	<input checked="" type="checkbox"/>	36800	Bradley, Stephon D.	50	875.00	8.75	10	87.50	



Select the “Award OT if Checked” on the left side of the screen.

Blended or Weighted Average Over Time Assignment Options:									
For Week Starting	Sunday, 2/5/2017	40	Regular Hours Before OT	Sunday, 2/12/2017	40	Regular Hours Before OT			
	Award?	Emp #	Name	Worked	Reg Pay	OT Rate	OT Hours	OT Pay	
Refresh OT List	<input type="checkbox"/>	6800	Bradley, Stephon D.	50	875.00	8.75	10	87.50	
Award OT If Checked	<input checked="" type="checkbox"/>								
Delete ALL OT									

After the Time Cards have been created, they are available for viewing and editing in the “Edit Pay” area, if needed.

Important things to know:

The overtime payment is not entered in the Hours column. This is to insure that the calculation for the overtime payment does not double report hours worked on various wage reports.

If the account for the regular pay is has an overtime account associated with it, the overtime pay will automatically be paid to that overtime account.

The overtime account is entered in the “Account_Number_OT” field which can be found in the Budget Master area. If your Budget Master view does not include this field, you can create a new view or modify a view in the “Data View Definition Area” located under the “Administrative Utilities” menu selection.

If a time card is entered using the regular and OT hours the system assumes that you don’t want to use blended rate for those hours. The program will report these OT hours using the standard time and a half concept.



Compute Payroll

Timing Codes

Now let's look at the timing codes. Following that we will look at naming the codes.

1. Select the Appropriate Timing Codes for this payroll from the Select Deduction Timing Codes to Include.
2. The timing code numbers come from the Deduction/Benefit Master and are used to control which deduction/benefits codes are to be pulled into each payroll. When selected, the deductions/benefits with the associated number will be applied to the payroll. If deselected, the program will ignore deductions/benefits associate with that number.

Active Payroll: 02/28/2017

Compute		version .Net 3.5 -4d	
Computation Options:	Select Deduction Timing code(s)		
	<input type="button" value="Check/Uncheck"/>	<input type="button" value="Edit"/>	<input type="button" value="Evaluate & Show Pre-Compute Test"/>
Select Deduction Timing codes(s) to Include:	<input checked="" type="checkbox"/> Deduction Timing Code 0 <input checked="" type="checkbox"/> Deduction Timing Code 1 <input checked="" type="checkbox"/> Deduction Timing Code 2 <input checked="" type="checkbox"/> Deduction Timing Code 3 <input checked="" type="checkbox"/> Deduction Timing Code 4	<input checked="" type="checkbox"/> Deduction Timing Code 5 <input checked="" type="checkbox"/> Deduction Timing Code 6 <input checked="" type="checkbox"/> Deduction Timing Code 7 <input checked="" type="checkbox"/> Deduction Timing Code 8 <input checked="" type="checkbox"/> Deduction Timing Code 9	<input checked="" type="radio"/> Hide Deduction & Benefit List <input type="radio"/> Show Deduction & Benefit List <input type="radio"/> Show Deductions List <input type="radio"/> Show Benefit List
Compute Net Pay for:	02/28/2017	<input type="button" value="Compute"/>	
<input type="button" value="Special Settings"/>			
<input type="checkbox"/> Show Payroll Summary Information <input type="checkbox"/> Show Payroll Calculation History			

3. Select the "Compute" button.
4. After the payroll has computed the Payroll Register Detail Report will display.

Notes:

- > If changes need to be made to the payroll, after the compute, you will need to compute again
- > Computing a payroll will remove all check numbers and voucher numbers if they had been run
- > You can compute as many times as you need to until



Naming the Timing Codes

To name a Timing Code click on the “Edit” button.

Compute	
Computation Options:	Select Deduction Timing code(s)
	<input type="button" value="Check/Uncheck"/> <input type="button" value="Edit"/>
Select Deduction Timing codes(s) to Include:	<input checked="" type="checkbox"/> Deduction Timing Code 0 <input checked="" type="checkbox"/> Deduction Timing Code 5 <input checked="" type="checkbox"/> Deduction Timing Code 1 <input checked="" type="checkbox"/> Deduction Timing Code 6 <input checked="" type="checkbox"/> Deduction Timing Code 2 <input checked="" type="checkbox"/> Deduction Timing Code 7 <input checked="" type="checkbox"/> Deduction Timing Code 3 <input checked="" type="checkbox"/> Deduction Timing Code 8 <input checked="" type="checkbox"/> Deduction Timing Code 4 <input checked="" type="checkbox"/> Deduction Timing Code 9

Enter the new name, click Save Changes.

Compute											
Computation Options:	Select Deduction Timing code(s)										
	<input type="button" value="Check/Uncheck"/> <input type="button" value="Save Changes"/>										
Select Deduction Timing codes(s) to Include:	<input checked="" type="checkbox"/> Deduction Timing Code 0 <input checked="" type="checkbox"/> Deduction Timing Code 5 <input checked="" type="checkbox"/> Deduction Timing Code 1 <input checked="" type="checkbox"/> Deduction Timing Code 6 <input checked="" type="checkbox"/> Deduction Timing Code 2 <input checked="" type="checkbox"/> Deduction Timing Code 7 <input checked="" type="checkbox"/> Deduction Timing Code 3 <input checked="" type="checkbox"/> Deduction Timing Code 8 <input checked="" type="checkbox"/> Deduction Timing Code 4 <input checked="" type="checkbox"/> Deduction Timing Code 9 <table border="1"> <tr> <td>Deduction Timing Code 0</td> <td>Deduction Timing Code 5</td> </tr> <tr> <td>Deduction Timing Code 1</td> <td>Deduction Timing Code 6</td> </tr> <tr> <td>Deduction Timing Code 2</td> <td>Deduction Timing Code 7</td> </tr> <tr> <td>Uncheck if Third Payroll</td> <td>Deduction Timing Code 8</td> </tr> <tr> <td>Deduction Timing Code 4</td> <td>Deduction Timing Code 9</td> </tr> </table>	Deduction Timing Code 0	Deduction Timing Code 5	Deduction Timing Code 1	Deduction Timing Code 6	Deduction Timing Code 2	Deduction Timing Code 7	Uncheck if Third Payroll	Deduction Timing Code 8	Deduction Timing Code 4	Deduction Timing Code 9
Deduction Timing Code 0	Deduction Timing Code 5										
Deduction Timing Code 1	Deduction Timing Code 6										
Deduction Timing Code 2	Deduction Timing Code 7										
Uncheck if Third Payroll	Deduction Timing Code 8										
Deduction Timing Code 4	Deduction Timing Code 9										

Compute	
Computation Options:	Select Deduction Timing code(s)
	<input type="button" value="Check/Uncheck"/> <input type="button" value="Edit"/>
Select Deduction Timing codes(s) to Include:	<input checked="" type="checkbox"/> Deduction Timing Code 0 <input checked="" type="checkbox"/> Deduction Timing Code 5 <input checked="" type="checkbox"/> Deduction Timing Code 1 <input checked="" type="checkbox"/> Deduction Timing Code 6 <input checked="" type="checkbox"/> Deduction Timing Code 2 <input checked="" type="checkbox"/> Deduction Timing Code 7 <input checked="" type="checkbox"/> Uncheck if Third Payroll <input checked="" type="checkbox"/> Deduction Timing Code 8 <input checked="" type="checkbox"/> Deduction Timing Code 4 <input checked="" type="checkbox"/> Deduction Timing Code 9



Show/Hide Deduction and/or Benefit List

Let's take a look at the "Show Deductions and Benefit List".

Computation Options:		Select Deduction Timing code(s)		Evaluate & Show Pre-Compute Test
		<input type="button" value="Check/Uncheck"/>	<input type="button" value="Edit"/>	
Select Deduction Timing codes(s) to Include:		<input checked="" type="checkbox"/> Deduction Timing Code 0 <input checked="" type="checkbox"/> Deduction Timing Code 1 <input checked="" type="checkbox"/> Deduction Timing Code 2 <input checked="" type="checkbox"/> Uncheck if Third Payroll <input checked="" type="checkbox"/> Deduction Timing Code 4	<input checked="" type="checkbox"/> Deduction Timing Code 5 <input checked="" type="checkbox"/> Deduction Timing Code 6 <input checked="" type="checkbox"/> Deduction Timing Code 7 <input checked="" type="checkbox"/> Deduction Timing Code 8 <input checked="" type="checkbox"/> Deduction Timing Code 9	<input type="radio"/> Hide Deduction & Benefit List <input checked="" type="radio"/> Show Deduction & Benefit List <input type="radio"/> Show Deductions List <input type="radio"/> Show Benefit List
Compute Net Pay for:		02/28/2017		<input type="button" value="Compute"/>

Selecting one of these options (in the above red box) will open up the list on your screen for review.

Code	Description	Timing Code	Master \$ Amt	Master %	Benefit YN	Activation Date	Last Active Date	Active YN
AB	PRUDENTIAL	1	0.00	0	N			Y
AC	JOHN HANCOCK MUTUAL	1	0.00	0	N			Y
AD	AID ASSOC FOR LUTHERANS	1	0.00	0	N			Y
AETNA	AETNA VARIABLE	1	0.00	0	N			Y
AF	FRANKLIN LIFE	1	0.00	0	N			Y
AG	GREAT AMERICAN LIFE	1	0.00	0	N			Y
AG7	GREAT AMERICAN	1	0.00	0	N			Y
AH	FRANKLIN/TEMPLETON FUNDS	1	0.00	0	N			Y
AI	FEDERAL KEMPER LIFE	1	0.00	0	N			Y
AJ	JACKSON NATIONAL	1	0.00	0	N			Y
AK	KEMPER INVESTORS	1	0.00	0	N			Y
AL	LUTHERN BROTHERHOOD	1	0.00	0	N			Y
AM	EQUITABLE LIFE ASSUR	1	0.00	0	N			Y
AN	EQUITABLE LIFE INS CO OF IOWA	1	0.00	0	N			Y
AO	MASS MUTUAL LIFE INS	1	0.00	0	N			Y
AP	VANGUARD FIDUCIARY	1	0.00	0	N			Y
AQ	LINCOLN NATIONAL CO	1	0.00	0	N			Y
AR	T.R.S CONTRIBUTION 4% EMPLOYEE PAID	1	0.00	4.2105	N			Y
AS	VANKAMPEN(SISCOR)	1	0.00	0	N			Y
AT	CAPITAL GUARDIAN CO.	1	0.00	0	N			Y



Manual

How to Optimize Payroll and Use Customizable Payroll Reports Online Course Manual

Evaluate & Show Pre-compute Test

Selecting this option brings up a gross to net grid on the screen for review with an employee count and total gross.

# of Employees = 101 Gross Pay = \$76,399.78																															
Employee Number	Employee Name	Gross	Taxable Gross	Federal	FICA	State	Local	Total Deductions	Net Pay	Ded 1	Amnt 1	Ded 2	Amnt 2	Ded 3	Amnt 3	Ded 4	Amnt 4	Ded 5	Amnt 5	Ded 6	Amnt 6	Ded 7	Amnt 7	Ded 8	Amnt 8	Ded 9	Amnt 9	Ded 10	Amnt 10		
49536	Anacker, Jessica	735.00	735.00	37.46	56.23	36.38	0.00	0.00	604.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
36660	Arthur, Aaron G.	950.40	0.00	0.00	0.00	0.00	0.00	311.36	639.04	D	56.96	KA	24.72	KC	7.05	KU	66.50	KD	156.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
720	Arthur, Kasey D.	710.48	542.03	1.29	43.42	22.34	0.00	176.45	466.98	BL5	132.16	DS	10.75	IV	8.00	IM	25.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
30040	Avila Hernandez, Jaime Nareah	5786.89	4732.02	1005.71	0.00	234.23	0.00	1204.41	3342.54	KC	7.05	D	56.96	CA	76.32	KA	49.54	BD	865.00	KD	68.38	MC	81.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10280	Dunn, Sara A.	726.00	654.27	12.51	0.00	27.90	0.00	82.26	603.33	SR	65.34	MC	10.53	TS	6.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
49416	Ebersole, Bailey J.	660.00	594.79	0.00	0.00	24.96	0.00	74.78	560.26	TS	5.81	SR	59.40	MC	9.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
49299	Eldridge, Haylie D.	330.00	297.40	20.16	0.00	14.72	0.00	37.39	257.73	TS	2.90	SR	29.70	MC	4.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
41520	Fineoy, Brianna L.	589.88	556.82	139.72	44.60	27.56	0.00	33.06	344.94	BL5	6.82	IM	26.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4520	Flores, Richie J.	38.72	30.46	0.00	2.44	0.00	0.00	8.26	28.02	BL5	6.82	IM	1.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1040	Folkening, Michelle L.	90.00	90.00	0.00	6.89	4.46	0.00	0.00	78.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
49568	Ford, Kejuan L.	47.50	42.80	0.00	0.00	0.00	0.00	5.39	42.11	TS	0.42	SR	4.28	MC	0.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
36580	Fritch, Shelby K.	220.00	198.26	0.00	0.00	9.81	0.00	24.93	185.26	MC	3.19	TS	1.94	SR	19.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
28540	Gallagher, Samuel J.	30.63	30.63	0.00	2.34	0.00	0.00	0.00	28.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
22320	Gates, Jesse S.	52.50	47.31	0.00	0.00	0.00	0.00	5.95	46.55	TS	0.46	SR	4.73	MC	0.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
39600	Gearlds, Kurt R.	110.00	99.13	0.00	0.00	4.91	0.00	12.47	92.62	MC	1.60	TS	0.97	SR	9.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
23860	Gobetz, Will R.	210.00	189.25	0.00	0.00	4.88	0.00	23.80	181.32	MC	3.05	TS	1.85	SR	18.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
18200	Goodspeed, Amanda	5259.30	4457.56	496.38	0.00	220.65	0.00	2936.09	1606.18	BL	169.22	D	12.90	AM	100.00	UW	2.00	U	32.35	TS	46.28	TR	473.34	C	2100.00	0.00	0.00	0.00	0.00	0.00	
19040	Goodwin, Jessica D.	28.62	0.00	0.00	0.00	0.00	0.00	10.75	17.87	DS	10.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
18240	Grable, Darrell G.	95.00	85.61	0.00	0.00	4.24	0.00	10.77	79.99	MC	1.38	TS	0.84	SR	8.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3700	Griddine, Christopher N.	726.54	654.76	29.43	0.00	32.41	0.00	82.31	582.39	SR	65.39	TS	6.39	MC	10.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
18040	Harris, Nyann K.	950.10	111.73	0.00	0.00	1.04	0.00	881.59	67.47	HC	50.00	KAS	33.75	CA	25.00	KC	7.05	D	21.15	T	401.42	CB	36.25	MC	5.97	UW	1.00	AV	300.00		
49519	Harrison, Sarah C.	47.50	42.80	0.00	0.00	0.00	0.00	5.39	42.11	TS	0.42	SR	4.28	MC	0.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
30300	Hawkins, Alexandra	21.90	14.40	0.00	1.15	0.71	0.00	7.50	12.54	BL5	6.82	IM	0.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
27400	Head, Emily M.	24.50	24.50	0.00	1.87	1.21	0.00	0.00	21.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8200	Huffman, Patrick M.	949.72	0.00	0.00	0.00	0.00	0.00	934.00	15.72	BL	691.13	MC	166.66	KB	40.00	KC	7.05	KA	29.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22680	Jahn, Anthony A.	432.90	190.30	0.00	15.24	0.45	0.00	242.60	174.61	DS	17.91	BL5	215.72	IM	8.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
49532	Jenkins, Kobe A.	95.00	85.61	0.00	0.00	4.24	0.00	10.77	79.99	TS	0.84	SR	8.55	MC	1.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
43240	Johnson, Katelyn M.	220.00	198.26	0.00	0.00	0.84	0.00	24.93	194.23	MC	3.19	TS	1.94	SR	19.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
46320	Johnson, Morgan N.	95.00	85.61	0.00	0.00	0.00	0.00	10.77	84.23	TS	0.84	SR	8.55	MC	1.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
46340	Jones, Drake A.	1322.40	1126.41	76.60	90.23	55.76	0.00	195.99	903.82	BL5	132.16	DS	10.75	IM	53.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Special Settings

If special settings are being used for your payroll these selections must be chosen before selecting the “Compute” button.

Special Settings	
Create an Accrual Transaction, Debit Expense Accounts and Credit Payroll Accrual Accounts.	<input type="checkbox"/> Accrual Entry
If Extra FICA is taken Auto adjust FICA Gross (G3):	<p>Two reasons for extra fica:</p> <p>1) Did not take FICA for some earnings CHECK, this will adjust TAX and Fica Gross.</p> <p>2) Took the wrong Percent for fica DO NOT CHECK, this will adjust TAX but NOT Gross.</p> <input checked="" type="checkbox"/> Checked is the Standard setting.
Special Flat Federal Tax Rate Payroll:	<input type="checkbox"/> Check ONLY if you wish to compute ALL employees on this payroll using a flat rate of <input type="text" value=".27"/> For more information refer to your Federal tax manual.
Ignore Direct Deposit setting everyone gets a check this payroll.	<input type="checkbox"/> Only Checks. All Direct Deposit Employees will receive checks.. 403b payments will be sent to A/P.
Direct Deposit for ONLY Base Accounts will be included if checked.	<input type="checkbox"/> Only include Direct Deposit Base Accounts
	<input checked="" type="checkbox"/> Compare benefit Gross codes to time cards

To create an Accrual Transaction, Debit Expense Account and Credit Payroll Accrual Accounts – Creates an accrual payroll transaction journal entry to post for the end of a fiscal year (see accrual payroll instructions

<http://help.schooloffice.com/financehelp/#/Documents/payrollaccrualandreverseaccrual.htm>)



How to Optimize Payroll and Use Customizable Payroll Reports Online Course Manual
 If Extra FICA is taken Auto Adjust FICA Gross(G3) – In the employee demographics there is a field for Extra FICA using this setting will adjust the FICA gross accordingly

- Special Flat Federal Tax Rate Payroll - Used for setting a flat federal tax percentage for the payroll
- Ignore Direct Deposit setting everyone gets a check this payroll – no vouchers or direct deposit file because everyone gets a check
- Direct Deposit for ONLY Base Accounts will be included if checked – The Base Account setting is in the Employee Direct Deposit settings. If the payroll is to only go to the Base Account check this box. Used for smaller payrolls that may not have enough net income to cover depositing to 2 or more accounts.
- Compare benefit Gross codes to time cards – If unchecked the program ignores gross code settings for distribution

Show Payroll Information






The Show Payroll Information gives an overview of gross for current payroll and payroll periods

<input checked="" type="checkbox"/> Show Payroll Summary Information <input type="checkbox"/> Show Payroll Calculation History		
Payroll Information:	Amount or Count:	Last Closed:
For Payroll Date Selected:		
Employees with Time Cards:	101	
Time Cards Not Authorized:	0	
Time Card Gross Total:	76,399.78	
Time Card Count:		
Gross Pay After last Compute:		
Open and Computed Payroll:	0.00	02/07/2013
Month to Date:	1,338,553.15	
Quarter to Date:	4,045,070.70	
Calendar Year:	4,045,070.70	
Fiscal Year:	19,649,492.00	



Show Payroll Calculation History

The Show Payroll Calculation History provides a list of times and user that computed payroll along with information the program found.

<input checked="" type="checkbox"/> Show Payroll Calculation History			
Payroll Calculation History: 			
User Name	Date/Time	Status	Message
SDS Office	11/9/2017 12:37:19 PM	Started	Compute Net Pay Started  
SDS Office	11/9/2017 12:38:15 PM	Ended	Employee 36660 has tax and or deductions that exceed gross wages. Deductions of 985.45 where  



Accessing External Websites from SDS

1. Select Administrative Utilities | Control Center
2. Then select Add Outside URL

3. Under “Select from default library” choose the site then use the arrow icon to move it over to the “Web Sites Available to Users” box.
4. To create a site that is not on the list, under the number 1 option “Enter Web Site Description” type in a unique description then enter the URL under the “Enter Web Site URL” area.

5. Select the arrow button to move the new web site over so it will be available to use.
6. You need to log out of the system and then log back in for this new website to show under the Remote Web Site Access on the menu tree.
7. Applying website will add an option at the top of your menu tree “Remote Web Site Access” Under “(Select an Area)” will be the list of sites that were added.



8. To delete a website select the website under the “Web Sites Available to Users” and then select the X option.



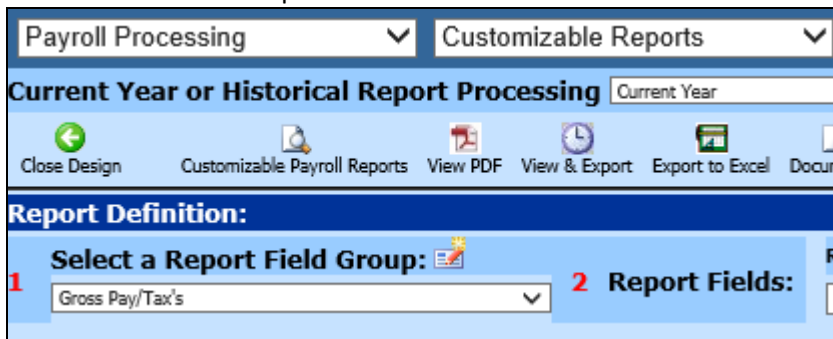


Customizable Reports

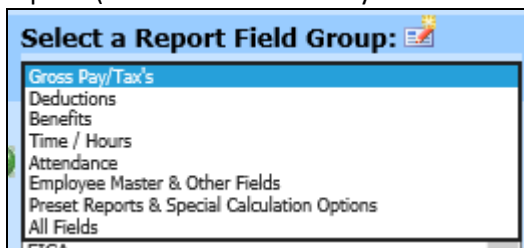
This screen allows you to create date driven reports and gives you the option to pick up to 40 fields. You can pick from various groups, Gross, Tax, Deductions and Benefits. When creating a report you simply select the data fields you would like to report, change column headers, create a report name and save it. You also have the option to share the report with other users.

To access this option follow the below instructions:

1. Select Payroll Processing
2. Select Customizable Reports



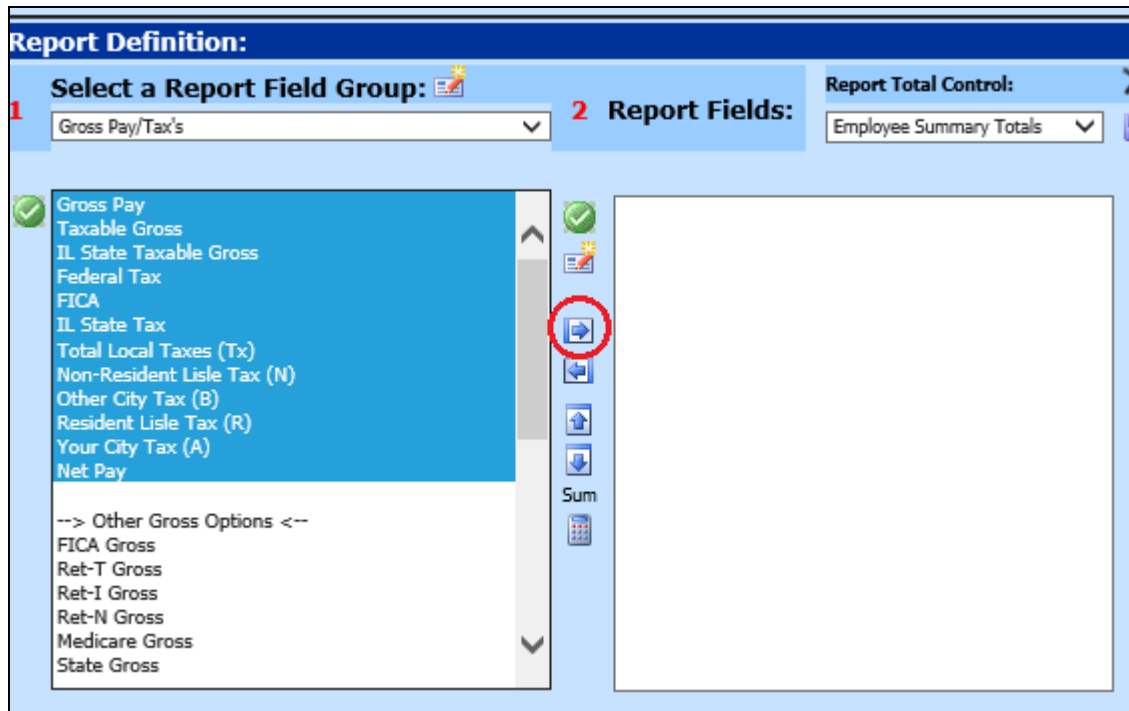
3. The example given on how to use this screen we will create a basic payroll register by date range.
4. Select a Report Field Group by clicking on the dropdown arrow (i.e. Gross Pay/Tax's), once you made the group selection you will see which fields are available to access to build your custom report. ("All Fields" will allow you to select fields from various groups).



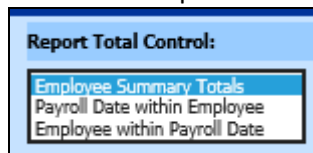
The icon next to Select a Report Field Group is to Create Taxable Wages by State



5. Select the fields you would like to report (i.e. Gross Pay, Taxable Gross...) and click on the right arrow between column 1 & 2 to move selected data to column 2.

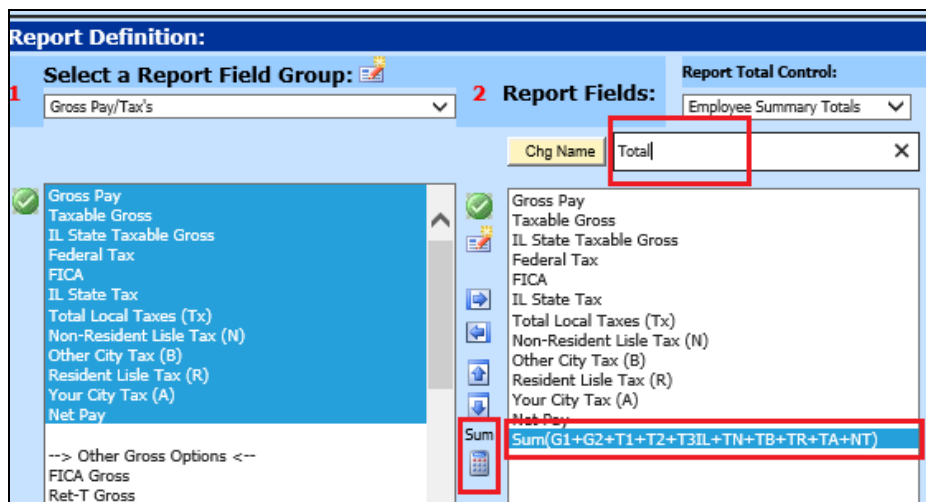


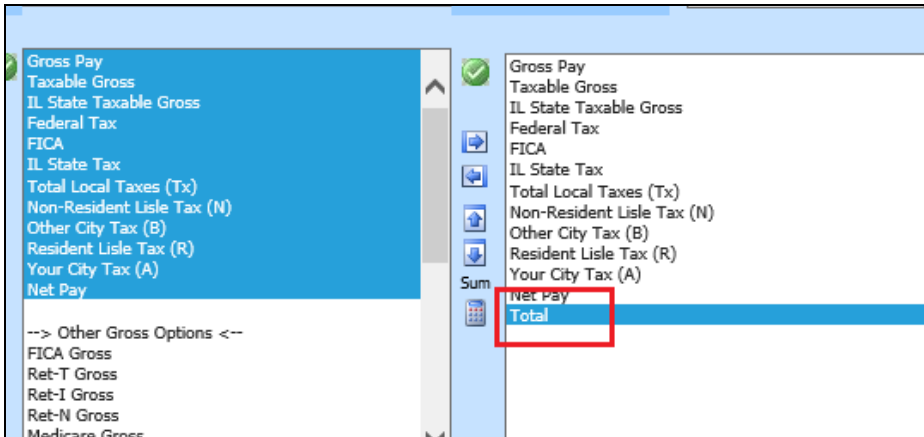
- Choose the Report total Control



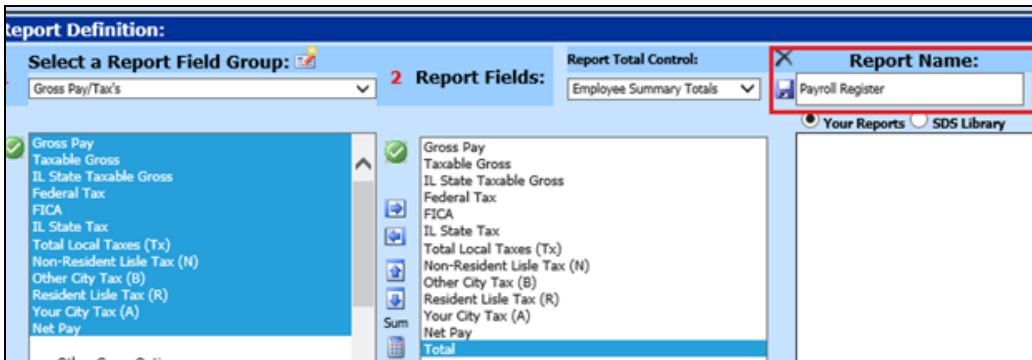
- After moving the selected fields select the Sum Icon if you want a total of the fields you selected (looks like a calculator) located below the up and down arrows. (Please see screen shot below)

This option will report the sum of the codes defined above. You have the option to rename the sum above the center column if you want to as well, Example: "Total", then select Chg Name and it will change the header of this particular column.




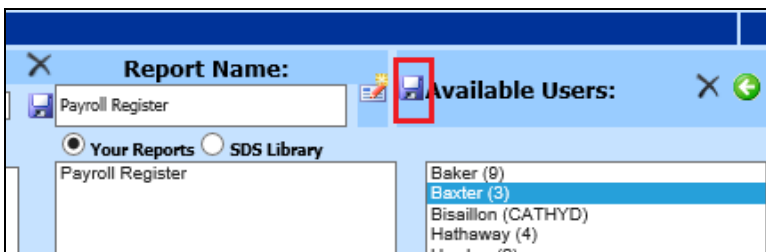


- To save this report, type in a report name under "Report Library" (i.e. Payroll Register) in the upper right hand corner of the screen and click the save diskette.



- Determine the payroll date range you would like to report.
- Preview the report by clicking on the Paper icon, View PDF, Export to Excel at the top of the screen.

- To share the report, select the envelope icon in the upper right hand corner  , In the column under "available users" choose the employee(s) you would like to share this report with select the save icon.





Note for future reports: If a report title is changed the original report will remain and another report with the new title will be created. This provides the ability to copy a report to a new name without the need to redesign the report. If the original report is no longer needed simply delete the old report after the copy has been made.

***Payday Payroll Reports** screen will allow you to access any Custom Reports you have created in the Customizable Reports Area. When you select one of your custom reports from the payday screen it will allow you to run your custom report for the payroll date selected just like the standard reporting from your payday reporting area. If you do not currently have any custom reports built, you will not see the option to run custom reports from your Payroll Payday Reports screen.

The screenshot shows the 'Payday Payroll Reports' interface. At the top, there are navigation tabs for 'Payroll Processing' and 'Payday Reports', and a 'DATA SYSTEMS' logo. Below this, it indicates 'Active Payroll: None'. The main area is divided into two sections: 'Payday Payroll Reports:' and 'Active Payroll / All Payroll Dates'. The 'Payday Payroll Reports:' section includes a 'View Report As PDF' checkbox and a dropdown menu currently set to 'Standard Individual Report'. The 'Active Payroll / All Payroll Dates' section has radio buttons for 'Active Payroll' (selected) and 'All Payroll Dates', and a date dropdown set to '09/29/2017'. Below these are two sections: 'Standard Preset Reports' with radio buttons for 'Payroll Register (Detail) (Custom)' and 'Payroll Register (Detail) (Standard)', and 'Customizable Reports *' which is circled in red and contains a radio button for 'Payroll Register'.

You can also use a date range from this area by deselecting “By Default Custom Reports use payroll date. Un-Check if a different date range is needed.”

This screenshot shows a list of report options, each with a radio button. The options are: Direct Deposit Report, Re-Print Direct Deposit Vouchers, Employee Check Register, Re-Print File Copy Payroll Checks, Voucher Register By Bank, Employee Gross Pay by Account, Gross Pay Summary by Account, Payroll Summary Detail, Void-Payroll Register (Detail), Void-Employee Check Register, and Benefit Only Salary Account Distribution. At the bottom right, a red box highlights a checkbox that is checked, with the text: '* By Default Custom Reports use payroll date. Un-Check if a different date range is needed.'