

ASCENDER - NYR Payroll Process Quick Checklist

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This checklist provides a quick at-a-glance view of the steps listed in the Next Year Payroll Process guide. You can click the step link to open additional information about the step (as it is displayed in the complete guide).

The NYR Payroll Process Quick Checklist guides you through the necessary steps to create next year's payroll. This process includes updating tables and employee information, calculating salaries, performing edits, and interfacing payroll to Budget. This process occurs in the next year and does not interfere with the current year processing.

This document assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the ASCENDER Business Overview guide.

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Reviewed: draft
Revised: draft



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA’s process.

Prerequisites

Prerequisites:

Gather Beneficial Data:



This section is strictly for informational purposes.

Before performing the next year payroll process, review the following tables and gather the data that will be beneficial while you are updating this information for the new school year.

Proposed/Approved Next Year Salary Schedule

Personnel > Tables > Salaries

Once a salary table is assigned to an employee on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab, the table can be updated and salary calculations can be run for all affected employees eliminating the need to update the information for each individual employee.

Proposed/Approved Next Year Workday Calendars

Personnel > Tables > Workday Calendars > School Calendar

After receiving the upcoming approved school year calendars, you can create a calendar(s) to assist with documenting employee workdays and holidays. It is helpful to plan future pay dates and payoff dates for the next school year in advance.

Reference State Minimum Salary Schedule

Review the TEA Minimum Salary Schedules for changes effective with the new school year.

Accrual Calendar Information

Payroll > Tables > Accrual Calendars > Accrual Calendar

❑ Creating and assigning an accrual calendar to employees allows you to maintain the accrual calculations throughout the school year. You can obtain workdays by month information from the workday calendars.

❑ Be sure to keep the same accrual codes for each accrual calendar. This method allows for consistency and eliminates the need to update the information for each individual employee.

❑ Accounting for the August EOY accrued days in the accrual calendar and using the EOY Payroll Accruals process assists in properly accounting for accruals across the fiscal years.

Update Next Year Staffing Changes

When payroll opens for the next year, be sure to keep up with the following staffing updates:

- **Resignations and new hires**: Update the employee status as resignations and new hires are approved to allow the appropriate budget amounts to be created and interfaced.
    - Review TSDS Best Practices for New Employee Records.
    - Review TSDS Best Practices for Terminated Employee Records.
- **Campus level changes**: Update the job table and employment information as jobs move from one campus to another.
- **Distribution changes**: Update employee distributions based on budget changes.
- **Update extra duty/stipend pay**: Update the extra duty table to reflect changes and payments. Also, update the balance on the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab. The next year payroll budget calculations use the s-type extra duty remaining amount; therefore, it is important to verify that these amounts have been updated.
- **Update substitute pay**: If substitute pay rates change, update the Personnel > Tables > Salaries > Substitute tab, which is associated with entering employee substitute leave transmittals.

Extract Third Party Administrator (benefits) Information

Payroll > Utilities > Employee Benefits Interface > Extract

Perform an extract to create the files containing deductions and demographic data to be sent to the third-party vendor.

Only deduction codes that have an **Extract Ded Cd** (extract deduction code) on the Payroll > Tables > Tax/Deduction > Deduction Code are extracted.

After the new premiums are updated by the third-party administrator and the file is returned, you can import the updated file making the changes to the next year deductions in one step.

Payroll > Utilities > Employee Benefits Interface > Import Annual File

This utility imports the next year employee benefit choices via a file created by your third-party vendor. Importing data decreases the amount of time it takes to enter individual employee data changes.

Manage Employee Change Requests

❑ Create a form for next year employee change requests. This form assists with data entry and provides documentation.

❑ Set a deadline for employee change requests prior to the end of the current school year to allow time for clarification if needed.

❑ Update employee direct deposit information. Use caution when updating this information in the next year frequency as the system will prompt you to update this information in the current year

frequency.

❑ If your LEA has not already done so, set up the EmployeePortal application. EmployeePortal allows employees to submit demographic changes and payroll (W-4 and direct deposit) changes. LEA-defined options determine what changes can be made by the employee and the necessary approvals.

Before You Begin

Before you begin:

Things to Remember Prior to Beginning NYR Payroll

❑ Ensure open communication exists between the payroll office and business office.

- Verify that the Budget process is complete and the budget is open.
- Set potential deadlines for various presentations.

❑ Verify that you are logged on to the current pay frequency.

❑ **Remember**: Next year calculations and distributions are validated to the new budget (N). Make sure that the fiscal year on the distribution pages matches what is in the new budget (N). If it changes during the process, perform a mass update.

Current and Next Year Shared Pages



The following pages are shared between the current year and next year. Use **Caution** when updating these pages in the next year:

- Personnel or Payroll > Tables > District HR Options
- Personnel > Tables > Credential
- Payroll > Tables > Tax/Deductions
- Payroll > Tables > Bank Codes
- Personnel > Maintenance > Staff Demo (all tabs)
- Personnel > Maintenance > Employment Info

Reminders

- New employees must have a Unique ID. Create a Personnel record and copy it to NY Payroll to ensure that they are included in the Unique ID Extract.
- Do not update years of service or leave until Service Records have been created. This usually

occurs between the June and July payrolls and is covered in the Service Record guide.
- Medicare On-Behalf is usually posted to the TRS website in late summer. In most cases, a reminder is sent by your ESC so you can book actuals to Finance for the year and create a budget for next year.
- Remember to update NY Payroll in Budget periodically to ensure that changes are updated. This allows Budget to remain as current as possible.

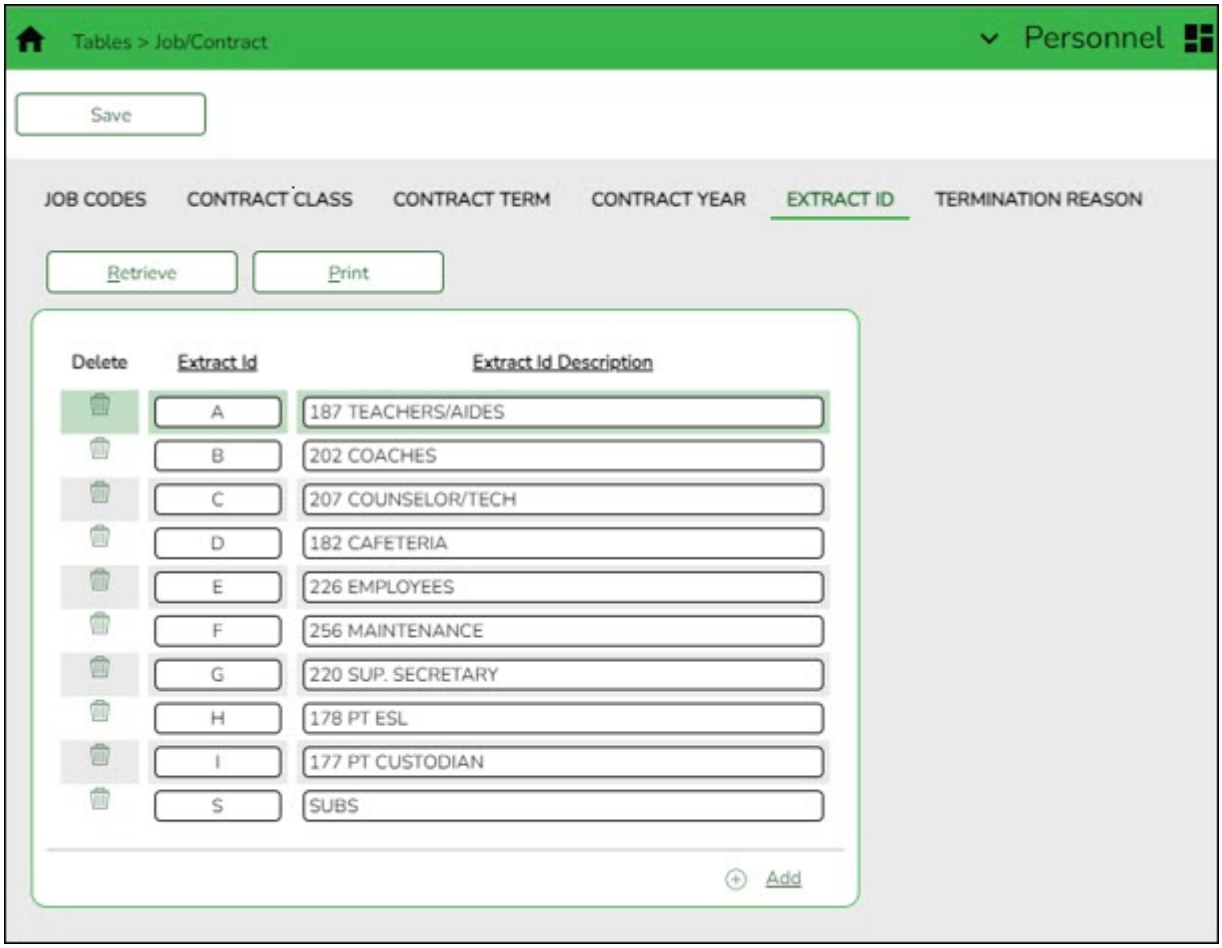
Extract IDs

Extract IDs can be used to group similar employees to allow for easier and more accurate mass updates. For example, most 187-day teachers/aides have the same contract **Begin** and **End Dates**, same **Calendar Code**, and the same **Payoff Date**, which may allow them to be grouped together by extract ID making it easier to select that group of employees when performing Mass Updates.

To use extract IDs:

Personnel > Tables > Job/Contract > Extract ID

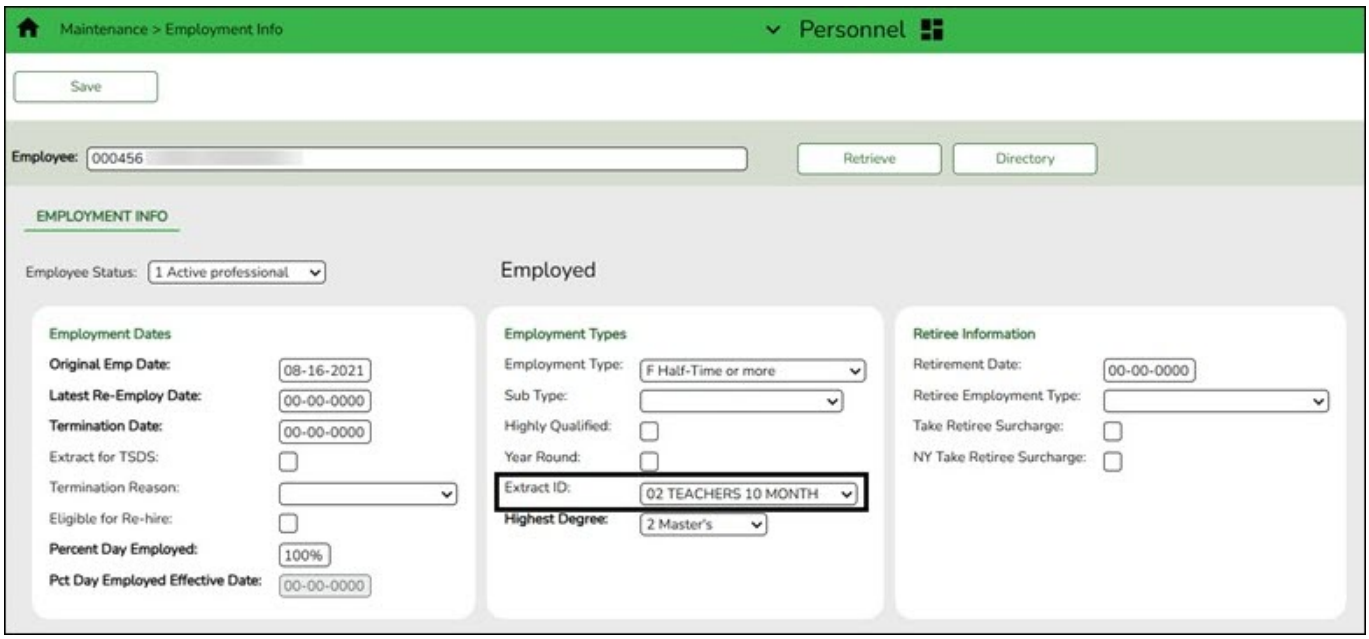
❑ Add or modify extract IDs.



These extract IDs must meet your LEA's criteria so it is important for the Payroll and Personnel departments to communicate about the setup and use of extract IDs.

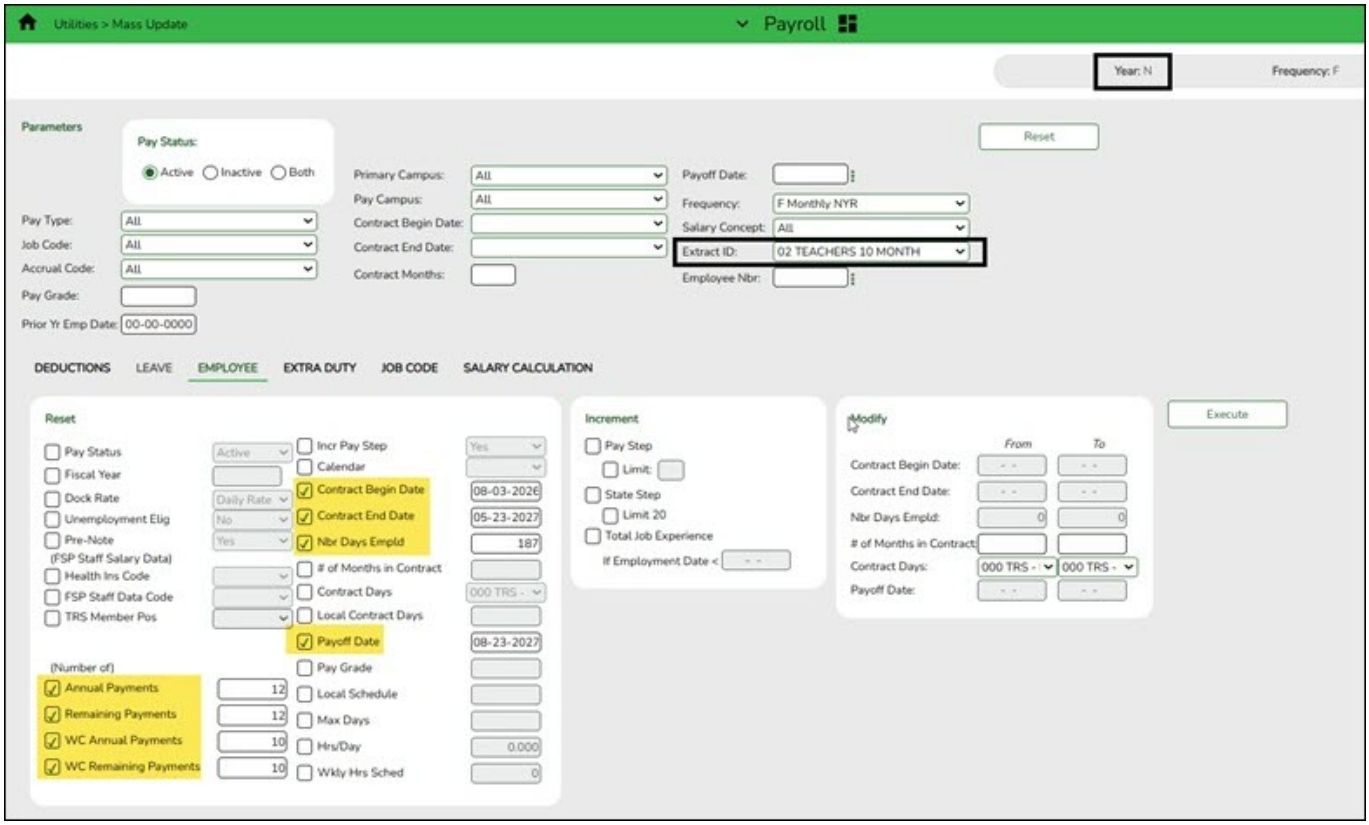
Personnel > Maintenance > Employment Info

❑ After extract IDs are established, assign or modify the extract IDs for each individual employee record.



Payroll > Utilities > Mass Update

❑ After extract IDs are assigned as needed, select the applicable **Extract ID** and run the necessary mass update for a specified group of employees. Extract IDs can also assist in sorting and filtering report data.



Personnel > Reports > User Created Reports

If your LEA uses extract IDs to group employees for mass updates, generate a user-created report to verify that extract IDs are correctly assigned to employees.

If extract IDs are missing or need to be changed, you can manually update individual employee records using the Personnel > Maintenance > Employment Info page.

Update Payroll Current Pay Frequency

	Task	Reference the Step in NYR Payroll Process Guide
Update Payroll Current Pay Frequency		
❑	Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry Verify August EOY payroll accruals.	Step 1
❑	Payroll > Next Year > Copy CYR Tables to NYR > Clear Next Year Tables Clear all next year (NYR) tables.	Step 2
❑	Payroll > Next Year > Copy CYR Tables to NYR > Copy Current Year Tables Copy all current year (CYR) tables to next year (NYR).	Step 3
❑	Payroll > Next Year > Copy CYR Staff to NYR Copy the employees from the current year payroll to the next year payroll. If you have multiple pay frequencies, complete this task in all pay frequencies. • Under **Pay Status**, select **Active** to copy only active employees. • In the **Pay Type** field, select *E Exclude Substitute*. • Under **Options**, **it is recommended** to select **Include Employees with Termination Date** to copy active employees with a termination date on the Personnel > Maintenance > Employment Info tab. ❑ Click **Execute** to begin the process of copying the employees.	Step 4
❑	Verify employee data using various Payroll reports.	Step 5
Update Personnel		
❑	**Personnel > Tables > Credential** Update Credential tabs as needed. **Note**: The Teaching Specialization tab is used to report Pre-K teachers for Class Roster so if there have been changes, you can make those updates now in anticipation of the submission.	Step 8

	Task	Reference the Step in NYR Payroll Process Guide
❑	**Personnel > Tables > Salaries NYR** Update the next year salary tables to reflect any changes to the salary schedules (anticipated or known). • **Local Annual** - This tab is the most commonly used. You can make mass updates by percent or dollar amount, or by employee. To see a change before saving the record, enter the change and click **Default**. The original annual amount is displayed in the **Annual Amt** column, the percent or dollar is increased, and the **New Amount** is displayed. Click **Save**. If decreasing a salary, enter a negative percent or dollar amount. • **Hourly/Daily** and **Midpoint** - These tabs can be updated in the same way if used by your LEA. • **Substitute** - This tab can be manually updated as needed. • **State Min** - This tab is updated via a file upload when applicable. These instructions are sent separately with the file as needed.	Step 9
❑	Personnel > Tables > Job/Contract > Job Codes NYR Add or update job codes as needed. **Note**: You can assign accrual codes, Workers' Comp codes, and FTE hours to lessen the workload when completing tabs for new employees.	Step 12
❑	Personnel > Tables > Workday Calendars Create calendars. • Calendars tied to a numeric frequency (e.g., 6) are used for current year. • Calendars tied to an alpha frequency (e.g., F) are used for next year. Use the spyglass to create or edit calendars as needed. • You can copy calendars that begin in the same month. **Example**: If you create the 10-month calendar beginning in August for teachers for 187 days, you can copy the calendar to the Food Service and Bus Driving calendar codes, and then edit them to reflect the differences such as begin dates and holidays.	Step 6
❑	Personnel > Maintenance > Staff Demo > Demographic Update staff demographic data.	Step 15
❑	Personnel > Maintenance > Employment Info Review retirees and verify that **NY Take Retiree Surcharge** is selected in order to include the retiree surcharge when the Extract Payroll to Budget process is performed. Review and update terminated employees. It is best practice to not only update the **Termination Date** and **Reason** but, if applicable, update the **Auxiliary Role ID** and **Paraprofessional Certification End Date**. Also, update the **End Date** on the employee's responsibility record.	Step 16

	Task	Reference the Step in NYR Payroll Process Guide
❑	Personnel > Reports > User Created Reports If your LEA uses extract IDs to group employees for mass updates, generate a user-created report to verify that extract IDs are correctly assigned to employees. If extract IDs are missing or need to be changed, you can manually update individual employee records using the Personnel > Maintenance > Employment Info page.	Step TBD
Update Payroll Next Year Pay Frequency		
❑	**Payroll > Tables > Tax/Deductions** Update the following tabs as needed. • **FICA Tax** - This tab is used to copy rates from the current calendar year to next calendar year. • **Unemployment** - This tab can be updated as applicable to your LEA. Some LEA's budget by selecting *Taxable* while others may select *Reimbursable* and manually add an amount in Budget. Verify how your LEA is handling unemployment in the current year to determine if you want to continue. You can contact your regional ESC consultant if you need additional assistance but set the next calendar year as desired so calculations will be accurate for the entire year. **DO NOT** change the current calendar year as that is being used in the current year payroll. • **TRS Rates** - This tab should have been updated previously. Review for accuracy. • **Workers' Compensation** - This tab can be updated as rates change. Be sure to verify the accuracy of the rates as some carriers send the rates as decimals and others send as a percentage; therefore, you will need to add the decimal. • **Deduction Codes** - This tab can be updated as you receive updated information from your TPA or make changes to deductions that are offered. The majority of LEAs import deduction changes for each employee using a file from your TPA. Reviews the table for any necessary changes.	Step 10 & 11
❑	Payroll > Tables > Accrual Calendars > Accrual Calendar Create accrual calendars as needed. Review codes in the current pay frequency to ensure you are duplicating dates and days to the correct group. • Most districts only accrue 10-month employees. If that is true for you, each code should begin with August 31 and show the number of days that group of employees will work in August. Add 12 more lines and enter the true/regular Pay Dates. Enter the days employees work in the month associated with each pay date. • Typically, July and August (and sometimes June) will show the pay date and zero days, but they still must be included. • Dates used (with the exception of August 31) must match the Pay Dates that will be built in the Pay Date Table.	Step 7
❑	Payroll > Utilities > Mass Update > Deductions If applicable, mass update the **Employer Contribution** and **Remaining Payments** for all employees with health care and other employer paid deductions.	Step 14

	Task	Reference the Step in NYR Payroll Process Guide
❑	Payroll > Utilities > Mass Update > Employee Mass update the **Pay Step** and **State Step** fields for all employees tied to a salary table. This allows preliminary payroll data to be sent to Budget as a starting point. Consider repeating this step as follows for each pay type to ensure that all employees are incremented properly. • For Pay Type 1 (Contracted Employees), increment once for both the **Pay Step** and **State Step**. • For Pay Type 2 (Non-contracted Employees), only increment the **Pay Step** for these employees as they are not subject to Stat Min making the **State Step** unnecessary. • If needed, repeat for Pay Type 3 (Hourly Employees).	Step 14
❑	Payroll > Utilities > Mass Update > Employee Mass update data as needed. The following fields are commonly updated. • **Fiscal Year** - If some employees should not be incremented to the next fiscal year, repeat this step only selecting specific employees and mass update them back to the correct fiscal year. An example of this may include those paid with Elementary and Secondary School Emergency Relief (ESSER) Programs. • **Contract Begin Date** • **Contract End Date** • **Nbr Days Empld** • **# of Months in Contract** • **Payoff Date** • **(Number of) Annual Payments** • **(Number of) Remaining Payments** • **(Number of) WC Annual Payments** • **(Number of) WC Remaining Payments**	Step 14
❑	Payroll > Utilities > Mass Update > Extra Duty Mass update the remaining payments on all extra duties for applicable employees. Complete the **Remain Pymts** field under **Change Existing Extra Duty Code Information**.	Step 14
❑	Payroll > Utilities > Mass Update > Salary Calculations Perform salary calculations for employees. An error report will provide a list of employees not tied to a salary table. Use this list as a reminder of which employees need to be manually updated.	Step 17
❑	Payroll > Maintenance > Staff Job/Pay Data > Job Info and Distributions Manually add or update salary information for those employees not tied to salary tables. For example, most often, administrators such as the Superintendent or Principal. • Manually enter an estimated annual salary amount for pay type 3 (Hourly) employees in order to budget for these employees. • Add new employees as information becomes available.	Step 16
	Verify Accuracy of Data	
❑	Verify TRS fields.	Step 13
❑	Verify salary calculations.	Step 18

	Task	Reference the Step in NYR Payroll Process Guide
❑	Payroll > Utilities > Payroll Simulation > Addendum Verify data using addendum sheets.	Step 19
❑	Payroll > Utilities > Pre-Edit Payroll Data Perform “test payroll”.	Step 20
	Interface NY Payroll to Budget - These steps can be repeated as often as necessary to update budget data.	
❑	Payroll > Next Year > Interface NY Payroll to NY Budget > Extract Payroll Account Codes Work across the tabs to extract next year payroll data. Review the reports and interface to Budget to provide preliminary budget amounts if needed.	Step 21
❑	Payroll > Next Year > Interface NY Payroll to NY Budget > Extract Reports Verify the Extract Reports tab.	Step 22
❑	(If necessary) Perform another extract and interface to Budget.	Step 23
❑	Payroll > Next Year > Interface NY Payroll to NY Budget > Interface to Budget Interface to Budget.	Step 24
❑	Payroll > Utilities > Employee Benefits Interface > Import Annual File Perform staff benefits updates.	Step 25