



## ASCENDER GUIDES



**prelim**




# Table of Contents

prelim ..... i



**Select a Pay Date**

Click  to select the pay date to run the payroll and click **Retrieve**.

If more than one pay frequency is available for the pay date, select the pay frequency for which the payroll should be calculated. Only one pay frequency can be processed during a Run Payroll session. A payroll must be completely processed and posted before starting a new payroll.

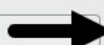


The payroll information is populated.

Payroll Processing > Run Payroll

Payroll

Year: C Frequency: 6 [Change](#)

Frequency: 6 Pay Date: 05-15-20 School Year: 20 Begin Date: 04-14-20 End Date: 04-27-20  
 TRS Month: 05 TWC Qtr: 2 Print Alt Addr: N Adj Cycle: 000

Beginning Check Nbr:  Wage / Earning Statement:    
 Payment Method:   Wage / Earning Statement Line 1:   
 Beginning Reference Nbr:  Wage / Earning Statement Line 2:   
 Print Voided Checks: ☐ Wage / Earning Statement Line 3:   
 Print Bank Checks: ☐ Wage / Earning Print Bank Acct Nbr: ☐  
 Sort Checks by Alpha or Campus:   Deduction Register Print Emp SSN: ☒

**Increment Leave**

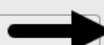
Lv Type	Description	Increment	Incr Amt
01	ST PRSL	<input type="checkbox"/>	<input type="text" value="0.000"/>
02	LCL PRSL	<input type="checkbox"/>	<input type="text" value="0.000"/>
03	ST SICK	<input type="checkbox"/>	<input type="text" value="0.000"/>
04	VACATION	<input type="checkbox"/>	<input type="text" value="0.000"/>
06	JURY DUTY	<input type="checkbox"/>	<input type="text" value="0.000"/>
07	COMP TIME HOURS	<input type="checkbox"/>	<input type="text" value="0.000"/>
12	RSV FOR SICK LV POOL	<input type="checkbox"/>	<input type="text" value="0.000"/>
13	SLP- CATASTROPHIC	<input type="checkbox"/>	<input type="text" value="0.000"/>
19	EPSL UP TO 80 HOURS	<input type="checkbox"/>	<input type="text" value="0.000"/>
20	EFMLA+10 WKS (EPSL)	<input type="checkbox"/>	<input type="text" value="0.000"/>
21	FMLA 12 WKS PER YEAR	<input type="checkbox"/>	<input type="text" value="0.000"/>
22	REMOTE-TEACH/WORK	<input type="checkbox"/>	<input type="text" value="0.000"/>

[Select All](#) [Unselect All](#)

**Deductions**

Deduct Cd	Abbrev	Description	Deduct	W2 Health Care
001	WH	DO NOT USE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
002	M1	ACCIDENT CARE-AMER PUBLIC LIFE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
003	M1	TCTA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
004	CU	A+ FEDERAL CU	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005	TS	TSTA DUES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
006	UD	UNION DUES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
007	M1	ATPE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
008	M2	ESC REGION 13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
009	M3	TX GUARANTEED STUDENT LOAN CORP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
010	LI	FORT DEARBORN LIFE INSURANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
011	WH	ADDT FEDERAL WITHHOLDING	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012	LI	ASSURANT/FORTIS - FAMILY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
013	LI	GENWORTH LIFE INSURANCE COMPANY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
014	LI	ASSURANT/FORTIS- EMPLOYEE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
015	LI	TEXAS LIFE INSURANCE COMPANY	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Select All](#) [Unselect All](#)



☐ Complete the following fields:

**Beginning Check Nbr**

The system determines the beginning check number based on either the last check number used from the most recent pay date that has been posted or if paycheck forms are used for liability checks, then the last check number for the most recent check date in the liability check table. The system compares these two check numbers, and the greater of the two is used. It is the user's responsibility to verify the beginning check number.

The system automatically fills the **Beginning Check Nbr** field with leading zeros when a partial check number is entered and you tab out of the field.

<b>Payment Method</b>	<p>Click ▼ to select the payment method.</p> <p><i>Electronic Funds Transfer</i> - Select if you are creating a file and sending deposits electronically to the bank. Checks will be printed for those employees without direct deposit.</p> <p><i>Direct Deposit</i> - Select if you are sending a checklist and paper check to each bank.</p> <p><i>Checks Issue</i> - Select to print a check for all employees.</p>
<b>Beginning Reference Nbr</b>	<p>The system determines the beginning reference number based on the last reference number used from the most recent pay date that has been posted. It is the user's responsibility to verify the beginning reference number. This field is not required when either <b>Payment Method</b> (Checks Issue) or <b>Print Voided Checks</b> is selected. This number is printed on direct deposit checks instead of a check number on the check register and is used for bank reconciliation purposes.</p> <p>The system automatically fills the <b>Beginning Reference Nbr</b> field with leading zeros when a partial reference number is entered and you tab out of the field.</p>
<b>Print Voided Checks</b>	Select to print a voided check for each employee who receives a direct deposit or an electronic funds transfer.
<b>Print Bank Checks</b>	Select to print a paper check for each bank. This is for the Direct Deposit Payment Method only.
<b>Sort Checks by Alpha or Campus</b>	<p>Click ▼ to select the desired sort method. Campus is the <b>default</b>.</p> <p>When <b>Alpha</b> is selected, the checks are sorted by employee last name, then employee first name.</p> <p>When <b>Campus</b> is selected, the checks are sorted by pay campus, employee last name, then employee first name.</p>
<b>Wage/Earning Statement</b>	<p>Click ▼ to select whether a wage/earnings statement should be printed.</p> <p><i>Y - Direct Deposit</i> - Select to print wage and earning statements for direct deposit employees only.</p> <p><i>N - None</i> - Select to not print wage and earning statements.</p> <p><i>A - All</i> - Select to print wage and earning statements for all employees even if they are getting a printed payroll check.</p> <p>These reports are not automatically printed with payroll checks.</p>
<b>Wage/Earning Statement Line 1, 2, 3</b>	These fields are used to type messages to employees. Each field can be a maximum of 35 characters. If the user has chosen to print the wage and earnings statement, the comments that are entered are saved after the user clicks <b>Next</b> .
<b>Wage/Earning Print Bank Acct Nbr</b>	Select to print the bank account number on the wage and earnings statement.
<b>Deduction Register Print Emp SSN</b>	Select to print the employee's SSN on the deduction register.

☐ Under **Increment Leave**, a list of all available leave types for the pay period is displayed.

**Note:** Inactive leave types are excluded from the **Increment Leave** section. Payroll calculations are processed and leave transmittals are posted even if a leave type or absence reason is inactive.

<b>Increment</b>	Select to increment a leave type. If not selected, the leave is not incremented.  Click <b>Select All</b> to increment all of the leave types.
<b>Incr Amt</b>	Type the amount to increment for each leave type.

☐ Under **Deductions:**

- Select the deductions to include in the payroll process by selecting the **Deduct** field for the corresponding deduction code.
- Click **Select All** to include all of the deductions in the payroll process.

**Notes:**

- If a new deduction code is added to the deduction code table, **Deduct** is selected automatically. If you do not want the new deduction included in the payroll process, you must manually clear the **Deduct** field for the new deduction code.
- If **Deduct** is not selected and deduction transmittals exist on the Payroll > Maintenance > Hours/Pay Transmittals page, then deductions are not processed.

☐ Click **Next** to continue to the Staff Selection page. Otherwise, click **Cancel** to exit the run payroll process.

☐ Under **Sort by**, select one of the following:

- Select the **Employee Number** field to sort by employee number.
- Select the **Last Name** field to sort by the last name. The system default is to sort by the last name.

All employees are displayed on the left side of the page.

☐ Select the employees to include in the payroll.

- Select an individual employee number to select only one employee.
- To select multiple rows when the employee numbers are consecutive (e.g., 000001-000025), select an employee number to start at and then press and hold SHIFT while selecting an employee number to end the selection process. All employee numbers (between the first and last items) in the sequence are now selected.
- To select multiple rows when the employee numbers are not consecutive (e.g., 000025, 000185, 000221), select an employee number, and then select other individual employee numbers from different parts of the listing.
- The system displays all available employees to include in payroll on the left side of the page. Use the following buttons to select which employees to move to the right side of the page:



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.





- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

❑ Click **Next** to continue the Calculations page. The calculation process computes net pay amounts for all employees using salaries, taxes, deductions, supplemental pay, and transmittals. Otherwise, click **Back** to go back to the previous page or click **Cancel** to exit the run payroll process.

❑ Under **Run**, select one of the following:

- Select **Payroll Calculations** to run the payroll calculation for this payroll.
- Select **Supplemental Calculations** to calculate only the supplemental transmittals that have been created on the Extra Duty, Deduction Refunds, and Non-TRS tabs in Hours/Pay Transmittals under the Maintenance menu. Only transmittals that exist in the Extra Duty, Deduction Refunds, and Non-TRS tabs are processed with this selection.

When **Supplemental Calculations** is selected, the fields under **Supplemental Payroll Calculations** are enabled allowing you to select the supplemental payroll parameters to include in the payroll.

<b>Income Tax</b>	Click ▼ to select whether the supplemental payroll calculation does not calculate income tax, calculates income tax at the regular rate, or calculates income tax at the flat rate. The system default is to not include the income tax deductions.
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❑ Click **Next** to continue to the Payroll Processing page. Otherwise, click **Back** to go back to the previous page or click **Cancel** to exit the run payroll process.

☐ Click **Run Calculations**. A message is displayed asking you to confirm that you want to continue and payroll details are provided.

- Click **Yes** to continue. The temporary tables will be cleared of the previous records for the pay date, and the payroll will be calculated based on the current user's selections. Otherwise, click **No** to cancel the process. No temporary tables will be deleted, and the current user can cancel out of the payroll calculations process. An error message will display on the Payroll Calculations Error report.

#### Notes:

- Failure and warning messages are displayed by employee number.
- If a failure message is received, the employee does not have a paycheck calculated.
- If a warning message is received, the amount calculated for the employee may or may not be correct based on the type of warning received.

☐ Be sure to print the failure and warning messages before clicking **Next** as these messages are no longer available after you click **Next**. If there are no errors that affect payroll processing, click **Next**. Otherwise, click **Back** to go back to the previous page, or in the event of a substantial error, click **Cancel** to exit the run payroll process and correct the problem.

The Payroll Calculations report is displayed. [Review the report.](#)

Payroll Processing > Run Payroll

Frequency: 6 School Year: 20  
Pay Date: 05-25-20 Adj Nbr: 0

Run Calculations

Date Run: Payroll Calculations Page: 1 of 1  
Cnty Dist: ISD  
Pay Date: 05-25-20 School Year: 20 Frequency: 6

Emp Nbr	Employee Name	Failure / Warning Message
System	Payroll calculations completed successfully! No errors found.	

End of Report

Next Cancel

After running the payroll calculations, verify the results on the Calculation Reports page before continuing with the payroll process. Errors must be corrected before continuing. Once corrections are made, run payroll calculations again to ensure that corrections were completed. If errors are found and corrections made, click **Cancel** to exit the run payroll process and start the run payroll process again.

☐ Under **Calculation Reports:**

- Select and generate all pre-post reports and review as needed.
- Compare current payroll data to prior month's payroll data to identify discrepancies. Reference the Helpful Templates & Worksheets section of the Process Payroll guide for additional resources.

Payroll Processing > Run Payroll

Frequency: 6 School Year: 20  
Pay Date: 05-25-20 Adj Nbr: 0

Gen Rpt	Report	Sort Options	Sort Order
<input checked="" type="checkbox"/>	Transaction Proof List	Alpha (A), Pay Campus (C), Primary Campus (P)	A
<input checked="" type="checkbox"/>	Transmittals Report	Alpha (A), Pay Campus (C), Primary Campus (P)	A
<input checked="" type="checkbox"/>	Payroll Earnings Register	Alpha (A), Pay Campus (C), Primary Campus (P)	A
<input checked="" type="checkbox"/>	Check Register	Alpha (A), Pay Campus (C), Primary Campus (P), Check Number (N)	N
<input checked="" type="checkbox"/>	Deduction Register	Alpha (A), Pay Campus (C), Primary Campus (P), Deduction Code (D)	D
<input checked="" type="checkbox"/>	Account Distribution Journal	Alpha (A), Account Code (C)	A
<input checked="" type="checkbox"/>	Bank Account Listing		
<input checked="" type="checkbox"/>	General Journal Report		
<input checked="" type="checkbox"/>	Account Code Comparison Report	Alpha (A), Pay Campus (C), Primary Campus (P)	A
<input checked="" type="checkbox"/>	Employee Leave Dock Report	Alpha (A), Pay Campus (C), Primary Campus (P)	A
<input checked="" type="checkbox"/>	Payroll Control Listing		
<input checked="" type="checkbox"/>	Leave Status Report	Alpha (A), Pay Campus (C), Primary Campus (P)	A
<input checked="" type="checkbox"/>	Payroll Balancing Report		
<input checked="" type="checkbox"/>	Statutory Minimum Report #373 Worksheet		
<input checked="" type="checkbox"/>	FSP Staff Salary Report	Alpha (A), Pay Campus (C), Primary Campus (P)	A
<input checked="" type="checkbox"/>	Pay Info Extra Duty S-Type	Alpha (A), Pay Campus (C), Primary Campus (P), Extra Duty Code (E)	A
<input checked="" type="checkbox"/>	TRS Non-OASDI Employer Contribution		
<input checked="" type="checkbox"/>	Actual Hours Worked Report	Alpha (A), Pay Campus (C), Primary Campus (P)	A

☐ Select the **Gen Rpt** check box next to each report you want to generate or click **Select ALL** to select all reports. Review and print the reports as needed.

☐ For each report, under **Sort Order**, type the one-character letter that represents the sort option to be applied. Available sort options are listed under **Sort Options**. If the field is blank, no sort options are available.

☐ Click **Generate Reports**. The system displays the first report selected. Click **Cancel** to display the next selected report. Verify the totals of each report. When you are done viewing all of the selected reports, you are returned to the Calculation Reports page.

☐ Click **Consolidate Rpts** to generate all selected reports as one PDF file.