



ASCENDER GUIDES



# runpayroll



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# Run Payroll - HRS5000

## Human Resources > Payroll Processing > Run Payroll

The Run Payroll page performs all functions required for processing a payroll. Only pay dates that have not been processed and posted can be run from this page.

### Notes:

- A payroll date must be set up in the Pay Dates table prior to processing a payroll. At any time prior to posting, you can click **Cancel** to cancel the payroll calculation process. If this is done, all of the processing performed thus far is removed from the temporary storage areas. The user is then exited out of the payroll process. Only the payroll options selected on the first panel are saved and reusable for the payroll calculation process for that pay date/pay frequency.
- When the pay date options are set up for the first time (indicating that this pay date has never been run before), the selections made from the most recent payroll calculation that has been posted for the pay frequency is applied to the following fields for the current pay date:
  - Print Voided Checks
  - Print Bank Checks
  - Wage/Earning Print Bank Acct Nbr
  - Deduction Register Print Emp SSN
  - Wage/Earnings Statement
- On the HR District Options page, the first pay date of the school year is used to determine the following:
  - The school year to be used for the school YTD records for regular and nonstandard employees. If the employee is a nonstandard employee and his contract begin date is greater than this date, the payroll calculation stores the accrual amounts in the next year school YTD record.
  - The school year that should be used for the TRS rates and employee TRS deposit record.
  - The pay history records that should be used for first-in/first-out for accruals. The pay date used for EOY accrual processing should be equal to or greater than the first pay date of the school year.
  - The leave transmittals that should be accumulated to determine if the leave duration has been met for the school year.
- If the calendar year is greater than 2013, the non-TRS nontax business allowance and non-TRS nontax nonpay business allowance amounts are not included in the taxable gross calculations.
- For additional notes on actual hours worked and actual date information, click [here](#).
- Click [here](#) to open the Signature Template word document.
- Click [here](#) to open the payroll check proof.

**Important:** Effective September 1, 2015, the new member contribution period changed from the pay period to the report month. For examples, click [here](#).

## Employment Retirement System of Texas (ERS) payroll rules



If an employee is an ERS retiree and is eligible to receive health coverage through ERS (i.e., the **ERS Retiree Health Elig** field is selected on the Personnel > Maintenance > Employment Info tab), the following rules are effective for pay dates greater than August 31, 2016:

- The member does not pay the Member Insurance Contribution (IN) payment.
- The employer does not pay the Reporting Entity TRS-Care (RI) payment.
- The employer does not pay the Federal TRS-Care (FI) payment.

**Note:** The above amounts are not calculated under the new ERS rules.

### Run a payroll:

Field	Description
<b>Select a Pay Date</b>	<p>Click <input type="button" value="v"/> to select the pay date to run the payroll, and click <b>Retrieve</b>. The system populates the table with pay date information.</p> <p>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.</p>
<b>Beginning Check Nbr</b>	<p>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.</p> <p>The system automatically fills the <b>Beginning Check Nbr</b> field with leading zeros when a partial check number is entered and you tab out of the field.</p>
<b>Payment Method</b>	Click <input type="button" value="v"/> to select the desired method of payment.
<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.</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 participating in the direct deposit or electronic funds transfer payroll processing.
<b>Print Bank Checks</b>	Select if bank checks are to be used in this payroll process. This is for the Direct Deposit Payment Method only.

Field	Description
<b>Sort Checks by Alpha or Campus</b>	Click  to select the desired sort method. Campus is the <b>default</b> .  When <b>Alpha</b> is selected, the checks are sorted by employee last name, then employee first name.  When <b>Campus</b> is selected, the checks are sorted by pay campus, employee last name, then employee first name.
<b>Wage/Earning Statement</b>	Click  to select whether a wage/earnings statement should be printed.  If <i>Y - Direct Deposit</i> or <i>A - All</i> is selected, the user must print the reports from the Payroll Reports. These reports are not automatically printed with payroll checks. If <i>Y - Direct Deposit</i> is selected, only those employees with direct deposit is printed.
<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**, all leave types available for the pay period are 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.  To increment all the selected leave types, click <b>Select All</b> .
<b>Incr Amt</b>	Type the amount to increment for each leave type.

Under **Deductions**, select the deductions to include in the payroll processing by selecting the **Deduct** field for the corresponding deduction code.

To include all the selected deductions in the payroll process, click **Select All**.

**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 in Hours/Pay Transmittals, then deductions are not processed.

Click **Next** to continue. Otherwise, click **Back** to go back to the previous page, or click **Cancel** to exit Run Payroll.

On the Staff Selection page, under **Sort by**, select the **Employee Number** field to sort by employee number, or select the **Last Name** field to sort by last name. The system default is to sort by last name.

The system displays all employees on the left side of the page. Select which employees to include in the payroll using the following:

- 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 a 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 item) in the sequence are now selected.
- To select multiple rows when the employee numbers are not consecutive (e.g., 000025, 000185, 000221), select a 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.

On the calculations page, the calculation process computes net pay amounts for all employees using salaries, taxes, deductions, supplemental pay, and transmittals. Under **Run**, do 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 to allow users to select the supplemental payroll parameters to include in this payroll.

<b>Income Tax</b>	Click <input type="checkbox"/> 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. Otherwise, click **Back** to go back to the previous page, or click **Cancel** to exit Run Payroll.

On the payroll processing page, click **Run Calculations**. If there are any pay dates with an adjustment of zero for the pay frequency being run, a message is displayed confirming 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.

The Payroll Calculations report is displayed.


[Review the report.](#)

**Review the report using the following buttons:**


Click  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

**The report can be viewed and saved in various file formats.**

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Print** to print failure and warning messages. If there are no errors that affect the payroll processing, click **Next**. Otherwise, click **Back** to go back to the previous page, or in the event of a substantial error, you must click **Cancel** to exit Run Payroll and correct the problem.

**Note:** Be sure to print the failure and warning messages before clicking **Next**. These messages are not available after you click **Next**.

After running the payroll calculations, you should 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, you should click **Cancel** to exit Run Payroll, and then restart the payroll process.


Under **Calculation Reports**:


<b>Gen Rpt</b>	Select to select the report(s) from the list, or click <b>Select ALL</b> to select all reports.
<b>Sort Order</b>	On each report, 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. Verify the totals of each report.


[Review the report.](#)

### Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

### The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Exit** to close the displayed report and open the next report or return to the Calculation Reports page.

Click **Next** to continue. Otherwise, click **Back** to go back to the previous page, or click **Cancel** to exit Run Payroll.


The Payroll Check Test Pattern page is displayed, which is used to preview and print the payroll checks. Use the scroll bars to view and verify the alignment of the check. If the local education agency (LEA) is using electronic signatures for checks, click [Check Signatures](#).

Click **Next** to continue. Otherwise, click **Back** to go back to the previous page, or click **Cancel** to exit Run Payroll.

If you click **Next**, actual payroll checks are displayed. Only one check is displayed at a time. Choose from the following options:

- Click **Previous Check** to view the last check again.
- Click **Next Check** to view the next payroll check.
- Click **Print**. The Printer Selection dialog box is displayed.
  - Under **Page Range**, select **All** or **Pages**. If **Pages** is selected, type the page range (e.g., 1-12) to print.
  - Click **Print**. The dialog box closes.
- Click **Check Signature** to display the Check Signature dialog box and to customize these options for individual checks.

Click **Next** to continue. Otherwise, click **Back** to go back to the previous page, or click **Cancel** to exit Run Payroll.

<b>Did the checks print correctly?</b>	The system default is <b>Yes</b> . If the checks did not print correctly, click  to select <b>No</b> to enable the <b>Reprint checks starting from check number</b> and <b>Starting new check number</b> fields. This field is disabled if no physical checks are created for the processed payroll (i.e., all employees included in the payroll have direct deposit/EFT).
<b>Reprint checks starting from check number</b>	Type the six-digit check number of the first check that did not print correctly.
<b>Starting new check number</b>	The system default is the next starting six-digit check number. This field can be changed.

**Example:**

You printed checks 000100 -000120, and check numbers 000115 and 000117 did not print correctly. You cannot reprint only check numbers 000115 and 000117. Therefore, check numbers 000115-000120 must be reprinted. To assign new check numbers for checks 000115-000120, do the following:

- Select **No** in the **Did the checks print correctly?** field.
- Type 000115 in the **Reprint checks starting from check number** field, which indicates on which check the first printing error occurred.
- The **Starting New Check Nbr** field defaults to 000121, which is the next available check number.
- Click **Next**. The Print Checks pages opens for the user to view and reprint the original check numbers 000115-000120 as new checks 000121-000126.

Click **Next** to continue. Otherwise, click **Back** to go back to the previous page, or click **Cancel** to exit Run Payroll.

If you click **Next**, the create backup and post page is displayed.

Click **Create Backup**. The export pay tables dialog box is displayed to allow you to [export the payroll tables](#).

- If you create an export when processing Regular or Supplemental payroll calculations (zero adjustment cycle), the data is exported to database tables, and the external .rsf file is no longer generated. As a result, the table names are no longer displayed during the export. Database tables can be imported using the Import HR Tables From Database Tables utility.
- If an export is run, it will overwrite the previous export database tables created for the pay frequency as only one set of payroll export database tables can exist per pay frequency.
- If you process payroll calculations for a check issue (adjustment cycle greater than zero), the external .rsf file is generated and the table names are displayed during the export.
  - Click **Yes** to export the tables.
  - Click **No** to exit Run Payroll.

A message is displayed if the export was successful.

<b>Was the export successfully run?</b>	Select if the export was successful.
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<b>Would you like to post to master?</b>	This field is enabled. Select to post to the master. <b>Post</b> is enabled.
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Click **Post!** A message is displayed indicating that the posting was completed successfully. **Post** is disabled, and **Next** is enabled.

Click **Next** to continue. If you click **Next**, after running the payroll check process, print the Payroll Reports.

Under **Payroll Reports:**


<b>Gen Rpt</b>	Select to select the report(s) from the list, or click <b>Select ALL Reports</b> to select all reports.
<b>Sort Order</b>	Click on each report to see available sort options. If the field is blank, no sort options are available.

Click **Generate Reports**. The system displays the first report selected. Verify the report data is correct.

To combine the selected reports into one continuous report, click **Consolidate Rpts**. This allows one PDF report to be created (instead of a PDF for each report).

When all totals are verified, click **Finish** to close the Run Payroll page.

### Other functions and features:

 <a href="#">Delete a row.</a>	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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