

First Payroll of the School Year Checklist

Caution: Do not begin this process until the EOY Payroll Accruals Checklist and (it would be preferable) the Finance Fiscal Year Checklist have been completed.

It is highly recommended that you process the export when the export prompt is displayed for a process. Be sure to create folders for each export so that if you need to import from a particular step, you are able to easily locate which file to use. If you perform an export on the same process multiple times, it is recommended that you move the previous exports to separate folders so they are not replaced by the new export in case you need to import from a particular step.

Prerequisites:

The following steps should already be completed. Do not continue if they are not complete.

- Complete all payroll processing for the current school year.
- Print HRS2250 - Deduction Register by Employee to verify all deductions are correct.
- Print HRS2400 - Bank Accounting Listing to verify employee bank information is correct.
- Print HRS1000 - Roster of Personnel and save for the auditors.
- HRS4150 - TRS On-Behalf Payment Journal should be completed and posted.
- Print HRS3050 - School YTD Report and save for the auditors.
- Process service records, and update the Service Record Maintenance tab accordingly.
- The EOY Payroll Accruals process should be completed through the Interface to Finance tab only.
- Termination dates and reasons should be updated on the Employment Information tab for all employees that are no longer with the district.
- Budget should have been moved to Finance.
- Unprocessed and processed deduction transactions should be deleted. Failure to perform this step results in the inability to import payroll backups if Finance has removed the previous fiscal year from file ID C.

- 1. Finance > Tables > District Finance Options.
Verify that the **School Year** field contains the current school year (e.g., 2015-2016).
- 2. In Human Resources, change the payroll frequency.
Verify that you are in the next year frequency that is associated with your current year frequency.
- 3. Prepare NYR payroll for the move to CYR.
 - Using the User Created Reports, verify all employee data is correct prior to the move to the current year.
 - Employees to be moved must have a Pay Status of Active. Print Employee Payroll Listing (HRS6150), and verify the status.
 - Inactivate those employees that do not need to be moved, such as employees whose contract days begin in July and/or August (11- and 12-month contracts) or 'r;filler' employees used for vacancies.

STOP!

Discontinue updating or accessing current year payroll records during this process.

- 4. Human Resources > Next Year > Copy NYR Tables to CYR

Copy all necessary tables. Do not include the NYR TR calendar (e.g., TRS calendar) at this time.

- 5. Human Resources > Next Year > Copy NYR Staff to CYR
Copy active staff to the current year.
- 6. In Human Resources, change the payroll frequency.
Sign into the current year frequency that is associated with your next year frequency (i.e., F = 6).
- 7. Human Resources > Tables > District HR Options
 - Update the **First Pay Date of School Year** field for each pay frequency with the date used for the first pay date of the new school year.
 - Update the **Payroll Clearing Fund/Year** field.
 - Update the **School Year for PEIMS Codes** field.
- 8. Human Resources > Tables > [Pay Dates](#)
Enter all new school year pay dates.
- 9. Human Resources > Tables > [Accrual Calendar](#)
Enter the new pay dates and accrual days for all applicable accrual codes. The total number of days should equal the number of days in contract of the number of days employed for that group of employees.
- 10. Human Resources > Tables > Salaries > [Fund to Grant](#)
Complete the data on the Fund to Grant tab.
- 11. Human Resources > Tables > Tax/Deductions > [Unemployment](#)
Complete the unemployment rates for the next calendar year (e.g., for the 2015-2016 school year, set up the 2016 calendar year).
- 12. Human Resources > Tables > Tax/Deductions > [Workers' Comp](#)
Verify the workers' compensation rates for the new school year.
- 13. If necessary, update the [Substitute](#) tab in the Salary table.
- 14. Human Resources > Reports > HR Reports > Payroll Information Reports > [HRS6000 - Account Code Comparison](#)
Verify that all employee master distribution records have matching accounts in Finance.
- 15. Human Resources > Reports > HR Reports > Payroll Information Reports > [HRS6150 - Employee Payroll Listing](#)
Verify employees' pay status.
- 16. Human Resources > Utilities > [Pre-Edit Payroll Data](#)
Verify that all payroll errors have been corrected.
- 17. Human Resources > Utilities > Mass Update > [Leave](#)
Update employee master leave record balances.

Caution: Before the first payroll of the school year is processed, you must post the master file created from the EOY Payroll Accrual process. If you do not use this process for accruals, bypass applicable steps.

- 18. Human Resources > Payroll Processing > EOY Payroll Accruals > [Post to Master](#)
The Post to Master tab automatically creates a School YTD Maintenance page for the new school year and updates this page with accrued pay, accrued benefits, and days earned for all employees that are included in this record.
- 19. Human Resources > Tables > [Accrual Expense](#)
Verify the accrual expense table and update the fund/fiscal year to reflect the fiscal year for the new school year (e.g., 199/9 and 211/9).
- 20. Human Resources > Reports > HR Reports > Year To Date Reports > [HRS3050 - School Year to Date Report](#)
Verify the accrual data has posted correctly.
- 21. Human Resources > Reports > HR Reports > Year To Date Reports > [HRS3550 - School YTD Accrual Payroll Account Distr](#)
Verify the accrual amount balances with [HRS3050 - School Year to Date Report](#).
- 22. Human Resources > HR Reports > Personnel Reports > [HRS1100 - Employee Verification Report](#)
Select those employees whose Years Experience fields need to be updated on the Maintenance > Staff Job/Pay Data > [Employment Info](#) tab.
- 23. Human Resources > Utilities > Mass Update > [Employee](#)
Increment the Total (Prof) and (Non Prof) Experience and District Experience fields. It is important that this process be completed prior to the fall submission of PEIMS.
- 24. Human Resources > Reports > [User Created Reports](#)
Verify that all pay type 1 and 2 employees have Payoff Dates and that the Payoff Dates match the Pay Dates in the Pay Dates table.
- 25. Human Resources > HR Reports > Personnel Reports > [HRS1100 - Employee Verification Report](#)
Verify all selected employees' years' experience have been appropriately changed on the Maintenance > Staff Job/Pay Data > [Employment Info](#) tab.
- 26. If needed, print an Addendum.
- 27. Calculate a sample payroll to identify any errors that need to be corrected prior to the first payroll actually being processed.

IMPORTANT: Be sure to increment leave types and verify selection of deduction codes on the Human Resources > Payroll Processing > [Run Payroll](#) page before processing the first payroll.

STOP!

Discontinue updating or accessing Finance during this next step.

- 28. Human Resources > Payroll Processing > EOY Payroll Accruals > [Reversal for Non-Accrual](#)
Reverse accruals for all employees that did not have accrual codes and were processed by EOY Payroll Accruals.

- 29. Human Resources > Utilities > TRAQS Submission > TRAQS TRS Adjustment Days > [Extract TRS Adjustment Days](#)
 - In the **Report Date (MM-YYYY)** field, type 09-2XXX to capture the days for those employees that worked in August but were not paid until September .
 - Verify the information on Human Resources > Reports > TRAQS Reports > [TRS Adjustment Days Report \(HRS9880\)](#).

- 30. Copy the TR calendar from next year payroll to the current year, or delete and create the TR calendar in current year payroll to reflect the new fiscal year of September through August.