Next Year Payroll Checklist

Revised: February 2017

The purpose of this checklist is to assist you in performing all the steps necessary to create your next year payroll. This process includes updating tables and employee information, calculating salaries, performing edits, and interfacing payroll to budget. All this can happen in next year and not interfere with your current year processing.

Notes:

The following Tables/Maintenance pages are shared between the current year and next year. Care must be exercised when updating these page in next year.

- ■ Tables
  - ● District HR Options
  - ● Credentials
  - ● Tax/Deductions
  - ● Bank Codes
- ■ Maintenance
  - ● Staff Demo
  - ● Staff Job/Pay Data > Employment Info

When updates are made to the employees' bank direct deposit information or deductions in the current year records, a message is displayed asking if you want to automatically update this data in the next year records. It works the same way when making changes to the employees' bank direct deposit information or deductions in the next year records, you are asked if you want to automatically update the employees' current year records.

☐   1. In Finance, on the Payroll Frequencies tab in District Information, verify that the next year frequency you want to use is selected. If you select a frequency not previously used, the frequency needs to be selected in Security Administration to be given access to the new frequency.

☐   2. In Human Resources, in Change Payroll Frequency, verify you are in the current frequency that is associated with your next year frequency (i.e., 4 = D).

☐   3. If you used the next year payroll process last year and you have not already cleared those records, you need to use the Clear Next Year Tables tab in the Copy Tables - Current Year to Next Year page.

☐   4. Using the Copy Current Year Tables tab in the Copy Tables - Current Year to Next Year page, select those tables that you want to move from your current year payroll to your next year payroll. It is recommended that all tables be moved so that you have immediate access to any selected table. The program copies tables for all next year frequencies except the School Calendar table, regardless of the frequency to which you are logged on. To copy the School Calendar, you must log on to each frequency.

☐   5. Using the Copy CYR Staff to NYR page, copy the employees from the current year payroll to the next year payroll.

      What happens?

      A complete copy of the current employee record is moved to next year. Employees can be inactivated or activated when copying to next year and those with termination dates can also be included in the copy process. When copying, you can change the fiscal year in distribution as well as the remaining deductions in the employee master record. If you update the number of remaining deductions, all deductions on the employee deduction tab are updated to the designated default value. Be careful of deductions that should not be activated for the next year and those that the number of remaining deductions should be different from the default value

and perform any necessary cleanup. Mass Update in Utilities can be used to modify remaining payments for deduction codes.

Tip: Generate the Employee Data Listing report (HRS1250) with only Deductions selected in the second parameter, Include Reports, to use in checking deductions.

If Copy CYR Staff to NYR is performed multiple times on employees without deleting their NYR records, then the system will either update or insert distribution records from CYR to NYR and cleanup may be necessary.

Employees in next year must be active to extract distribution information to Budget. If you choose not to activate employees when copying to next year, you can activate them when you perform a mass update.

☐ 6. Log on to the next year pay frequency and verify your data. By printing selected reports, you can review employee information and make any necessary changes before continuing this process.

- Print HRS1000 - Roster of Personnel.
- Print HRS1100 - Employee Verification Report.
- Print HRS6000 - Account Code Comparison.
- Print HRS6400 - Salary Verification Report.

☐ 7. Update the following Salary Tables NYR tabs to reflect any changes to the salary schedules (anticipated or known):

These tabs are not shared between the current and next year records.

- Local Annual
- Hourly/Daily
- Extra Duty
- State Min
- Substitute
- Midpoint
- Workers' Comp

☐ 8. Update the TRS Rates tab on the Tax/Deduction page. Enter the next school year (e.g., 2010) and complete fields as needed. This information is used by the system when performing calculations and extracts to Budget.

☐ 9. Update the Deduction Code tab on the Tax/Deduction page. The Deduction Code tab is shared between the current and next year records. Changes in one also changes the other.

☐ 10. Update the Job Codes tab on the Job/Contract page. Be sure to select the appropriate Salary Concept for each job and to update the distribution account codes. The Job Codes tab is **not** shared between the current and next year records.

☐ 11. Update the Bank Codes tab on the Bank Codes page. The Bank Code and EFT tabs are shared between the current and next year records. Changes in one also changes the other.

☐ 12. Update the School Calendar tab on the Workday Calendars page. This feature is used to create school calendars that accommodate the varied number of days employees work at the district. The calendar is used on the Job Information tab to calculate the **Number of Days Employed** field when the beginning and ending contract dates are entered. Be sure to create

calendars with the same calendar code as the current year so the calendar code on the employees' Job Info tab does not have to be changed to a new code.

☐   13. Use the Mass Update page to update employee data in preparation for the new school year. This utility enables you to mass change data quickly and easily, resulting in less attention to individual employee changes; therefore, less possibility of errors made by manual entries.

- The Deductions tab helps you to make the necessary modifications to the employee master deduction records. Because this process can be performed in either current year or next year, updating in next year does not affect current year, and vice versa. No message is displayed asking if current year should be updated.

    Note: This feature will enable you to mass update employee deduction information based on the parameters chosen and the deduction option selected. You can update employee deductions as well as employer contributions. To be updated, the amounts do not have to match **both** the employee and employer amounts. If an amount matches the employee deduction but not the employer contribution, then only the employee deduction is updated.

    Example: Change an employer deduction from $100 to $125 and an employee deduction from $20 to $30. If you mistakenly entered $120 in the From column for the employer contribution instead of $100, the new amount for the employee will change but the amount for the employer contribution will not change because it did not match.

- The Employee tab helps you to make the necessary modifications and/or changes to the employee master employment and pay records. You should make two runs:

    Note: This feature allows you to quickly, easily, and accurately mass update employee information based on the parameters chosen and the options selected. Automatic entry reduces the time and the error ratio associated with manual entries.

- The first run is to update the contract dates, but not increment any pay steps. Complete only the fields under **Reset** and **Modify**. Under **Modify**, complete the first five fields only. (The Area Code and Zip Code will update in both the current and next year.) In the **Prior Year Employment Date** field, type today's date in the MMDDYYYY format and select the pay frequency. This will change the contract dates on all employees, regardless of the date they came to work for the district.

    Note: The **Prior Year Employment Date** field uses the date in the **Latest Re-Employ Date** field on the Employment Info tab of the Staff/Job Pay Data page. If this date is blank or contains zeros, it uses the date in the **Original Emp. Date** field. If no date exists in either field, the employee is not updated.

- The second run is to update all employees that have earned one year of experience for pay purposes. In the **Prior Year Employment Date** field, enter a date in January (i.e., 01-XX-XXXX) that represents the maximum number of days required for the employee to have earned a pay step advance. This run would not include any employees hired after that date because they should not receive a step advance for pay purposes. Under **Increment**, complete the **Pay Step** and **State Step** fields only.

    Note: The **Prior Year Employment Date** field uses the date in the **Latest Re-Employ Date** field on the Employment Info tab of the Staff/Job Pay Data page. If this date is blank or contains zeros, it uses the date in the **Original Emp. Date** field. If no date exists in either field, the employee is not updated.

    Caution: Do not update any experience fields at this time. Experience should not be updated until after the service records have been extracted and saved. Once the service records are complete, you can update records in either the next year or the current year. However, it is important not to forget this step as it must be completed prior to reporting on PEIMS in October.

- Use the Extra Duty tab to change employee extra duty assignments that display on the Pay Info page.

- Use the Job Code tab to change employee job assignments that display on the Job Info tab. This change modifies the Job Info tab and the Distribution tab.

☐   14. Update the following Credential tabs to reflect any changes:

These tabs are shared between the current and next year records.

- Major/Minor
- College Code
- Certification Type
- Specialty Area
- Teaching Specialization

15. Update the Accrual Calendar tab in the Workday Calendars page.

☐   16. Update the **Report Month** and **Report Year** fields for the Automate TRAQS NYR section of the District HR Options page. Verify that the date is correct for new employees, so the new employees are accounted for in the appropriate reporting month for TRAQS.

☐   17. Update the **NY Take Retiree Surcharge** field on the Employment Info page. Selection of this field ensures the inclusion of the retiree surcharge when the Extract Payroll to Budget process is performed.

☐   18. Add new employees or update existing employees on the Demographic Information tab of the <u>Staff Demo page</u>. All tab choices on the Staff Demo page are shared between the current year and next year. Changes in one changes the other.

☐   19. Add or update employee information on the following **Staff Job/Pay** Data tabs:

- Employment Info - This tab is shared between the current year and next year. On existing employee records, changes in one changes the other.

  Note: If service records have not been created, do not update data such as the **Percent Day Employed, Years Experience** and **Grade(s) Taught** fields for existing employees.

- Pay Info - Additions, deletions, and modifications on this tab are not updated in the current year records. Make the necessary changes to the Extra Duty Supplements and verify using the Salary Verification Report (HRS6400). Updates to the Extra Duty table do not automatically update the Extra Duty on the Pay Info page.

  Exception: When bank information on an existing employee is changed and saved, a message is displayed asking if the current year records should be updated also. Select **Yes** to update both the current year and next year records. Select **No** to update only the next year records. This also occurs when the user makes changes in the current year records and next year records exist.

- Job Info - This tab choice is not shared with the current year records. For new employees, a generic job is displayed on the Job Info tab, and this job can be modified, as needed. The following fields must be completed prior to saving:

  ☐   **Primary Campus**
  ☐   **% Assigned**
  ☐   **# of Days Empld**

  Notes:

  ☐   If automatic salary calculations are to be performed, update the following fields:
  - **Pay Grade**
  - **Step**
  - **Sched (if applicable)**
  - **Max Days**
  - **State Step**
  - **Begin Date**

- o **End Date**
- o **TRS Year** - This field should be selected if the employee has a nonstandard contract.
- o **TRS Member Position**
- o **Accrual Codes**
- o **W/C Code**
- o **State Minimum Salary % Assigned** - Verify this field for employees whose **# of Days Employed** field does not match the **# of Days in Contract** field on the Job Info tab for the employee's primary job and adjust this field accordingly.
- □ If one of the following fields is empty when salary calculations are performed, an error report is produced.
  - o **Pay Grade**
  - o **Step**
  - o **Max Days**
  - o **State Step**
  - o **Begin Date**

- ● Distributions - This tab is not shared with the current year records. If no contract amount has been entered on the Job Info tab, no amount or percentage is required before saving. If the account code does not exist in Budget, you are not able to select it in the drop-down list for account codes. To be updated with salary calculations, a distribution code must exist for each job. When calculations are performed, amounts are updated based on the existing distribution percentages.

- ● Deductions - This tab is not shared with the current year records.

  Exception: When deduction information on existing employees is changed and saved, a message displays asking if the current year should be updated also. Select **Yes** to update both the current year and next year records. Select **No** to update only the next year records. This also occurs when the user makes changes in current year records and next year records exist.

□ 20. Perform Salary Calculations from the Mass Update page if using salary tables.

This tab is used to automatically calculate salaries for those employees who are active (Pay Status 1) and linked to the salary tables. Users can quickly calculate salaries and automatically update important fields in the employee record.

A report provides a listing of errors prior to completing the process. Clear all errors and perform the calculations as often as necessary. All errors should be cleared before continuing. If employee errors are encountered, those employees listed are not updated. If the employee has multiple jobs and one of those jobs does not have all or part of the salary table information selected on the Job Info tab, then errors are displayed and no update occurs. When calculations are performed on one concept and the employee has multiple concepts, then errors display if any of the other concepts are incomplete, and no updates occur.

The system automatically uses the new contract amount and distributes it among the employees' master distribution records based on the existing percentage. The new amount displays, regardless of the option selected in the **Distributions Built by Amt %** field of the HR Options page. Manual modifications may be necessary to employees' salary distribution codes, amounts, and/or percentages after performing salary calculations.

- ● The following fields must be completed on the Job Info tab for pay type 1, 2, and 3 employees:

  - □ **Pay Grade**
  - □ **Step**
  - □ **Max Days -** If the **Max Days** field is not populated, Salary Calculations will process only if the field is not linked to the Annual Salary Concept. If the field is linked to the Annual Salary Concept, this field must be populated to run Salary Calculations.
  - □ **Begin Date**
  - □ **End Date**

- The **OVTM Rate** field and the **# of Days Employed** field are calculated when the **OVTM flag** and **Calendar Code** fields are populated on the Job Info tab.

- If the **State Step** field is populated on the Job Info tab, the amount from the State Min Salary table is entered in the **State Min Salary** field.

  Caution: The **State Min Salary** field is calculated by multiplying the **# of Days in Contract** by the appropriate daily rate from the State Minimum salary table for all pay types that have State Min. The **State Min Salary** field should be checked closely and manually updated if necessary after performing salary calculations.

- If an employee has an **Extra Duty** account type G entered on the Pay Info tab, it is added to the **Total** field for the contract on the primary job.

- If an employee has a Business Allowance account type T or B amount with remaining payments and/or an Extra Duty account type S amount with remaining payments and distribution codes totaling 100% exist in the master distribution record for the account type, the appropriate distribution records are updated.

- If the **# of Annual Payments** and **Contract Total** fields are greater than zero, the **Pay Rate** field is calculated by dividing the Contract Total by the # of Annual Payments. If the # of Annual Payments and/or Contract Total is not filled, the Pay Rate is not calculated.

- If the **# of Days Empld** and **Contract Total** fields are greater than zero, the **Daily Rate of Pay** field is calculated by dividing the Contract Total by the # of Days Employed. If the # of Days Employed and/or Contract Total is not filled, the Daily Rate of Pay is not calculated.

- Other fields that are updated on the Job Info tab are:

  □ **Accrual Rate** - If the accrual code exists and the **# of Days Empld** and **Contract Total** fields are greater than zero, the **Accrual Rate** field is calculated by dividing the Contract Total by the # of Days Employed. The amount is rounded to three decimal places.

  □ **Contract Total** and **Balance**

- Pay type 3 employee salaries are calculated based on the Hourly/Daily or Mid Point Salary table information. If the Local Annual table is used, errors are displayed when performing mass salary calculations.

  □ When using the Hourly/Daily salary schedule, calculations are based on the **Hrs Per Day** field x the **Amount** field from the Salary table x the **# of Days Employed** field from the Job Info tab. The resulting amount populates the **Estimated Annual Salary** field on the Employment Info tab.

  □ When using the Mid Point salary schedule, calculations are based on the **Midpoint** field x the **Amount** field from the Salary Table x the **# of Days Employed** field from the Job Info tab. The resulting amount populates the **Estimated Annual Salary** field on the Employment Info tab.

  □ If the **# of Days Employed** field is not filled, the **Estimated Annual Salary** field is not calculated.

- If not performing mass salary calculations, you must manually update the amount in the **Estimated Annual Salary** field on the Employment Info tab for employees whose salary is extracted to Budget.

□   21. Run the following reports to verify calculations:

- HRS1000 - Roster of Personnel

- HRS1250 - Employee Data Listing

- HRS6050 - Contract Balance Variance Report

- HRS6150 - Employee Payroll Listing

- HRS6400 - Salary Verification Report

☐ 22. Use the Addendum created when using the Payroll Simulation utility to verify data because it lists all jobs separately, as well as Business Allowances, Extra Duty, etc. Only active employees (pay status 1) are considered in this process.

Additional reports that can be run to assist in verifying data include the HRS1100 - Employee Verification Report and the HRS6000 - Account Code Comparison.

☐ 23. Before interfacing the payroll to the budget, it is important to ask yourself the following questions:

- Are all new employees in the system?

- Are all employees active that are to be extracted to budget?

- Are all Staff/Job Pay data tabs updated and complete for new and existing employees?

- Does the next fiscal year in distributions match the budget fiscal year?

- Are all deductions updated?

☐ 24. The Pre-Edit Payroll Data utility enables you to process what could be called a "test payroll" for employees that meet the selected parameters. It is a partial run of calculations, and it does not use transmittals or leave files. This utility can be run in either next year or current year.

Note: You should always run this utility prior to creating your budget extract or before copying the next year to the current year. This utility creates a report that displays errors on each employee. The report is in employee number order and provides error messages that are easy to understand so that corrections can be made prior to extracting for budget. Remember, if changes are made to the employee records, calculations need to be run again.

☐ 25. The Extract Payroll Account Codes tab in the Interface NY Payroll to NY Budget page enables you to extract payroll account codes on specific employees who are in the next year payroll and are active (Pay Status 1). The resulting extract is used by the system to transfer this information to the budget. This process can be repeated as often as necessary.

Note: If a pay type 3 employee has data in the **Estimated Annual Salary** field, an amount in the **Contract Total** field on the Pay Info tab, and salary account codes on the Distribution tab, the amount in the **Estimated Annual Salary** field and the salary account codes from the Distribution tab is extracted to Budget.

☐ 26. Verify the Extract Reports tab in the Interface NY Payroll to NY Budget page, or in the Reports menu, NY Interface Budget Reports, for accuracy and validity of the employees, accounts, and amounts.

- Pay special attention to the employee count to verify that the correct number of employees are extracted.

- Verify employees by campus total. If error message #194-"No primary key value for foreign key FK_BBG_BUDGET_REF_BTBG_FUND in table BBG_BUDGET" displays, there is a fund and/or FY that exists in a master distribution record that does not exist in Budget. This can happen when a master distribution for an active employee does not get updated with the correct FY.

☐ 27. If any changes are made to employee salary information, employees are added, employees are inactivated, or termination dates are entered, you should perform another extract and interface those new changes to the budget.

Note: Updates to the budget will replace the existing amounts for those account distribution codes that match the accounts in budget. If an account distribution code no longer exists in payroll when interfaced to Budget (after previous interfaces), the account code is not changed or removed in Budget. You must manually modify the budget for those account codes. This also applies to those amounts in the budget that have been manually modified after the initial

interface from payroll. If the budget account is **not** locked and the change needs to be retained for budget purposes, all manual modifications need to be made again.

☐ 28. If all information is correct, use the Interface to Budget tab on the **Interface** NY Payroll to NY Budget page to select which column in the budget to update, and then click **Interface**. This process can be repeated as often as necessary until the Board approves the budget. For each run, the Next Year Budget amount is replaced. If the budget lock flag is set on an account, the budget amount is not replaced.

Tip: It is important to note that when the **Requested** column is selected for update, the payroll figures (61XX accounts) populating that column only displays on inquiry or in reports. Remember, the **Requested** column does not display any 61XX accounts on the maintenance pages.