

Supplemental Payroll Checklist

Revised: April 2006

The Supplemental Payroll Checklist is used to pay employees' payments that are not a part of their regular paychecks.

1. Add pay date data:

Add a new pay date for the supplemental payroll using the procedures for establishing Pay Dates.

2. Create hours/pay transmittals:

The Hours/Pay Transmittals tabs are used to create supplemental transactions. The following Hours/Pay Transmittals tabs are used to create these adjustments.

- Extra Duties - used for creating transmittals for extra duties that employees are assigned and for tracking pay associated with these assignments. Refer to the Extra Duties tab procedures.
- Non TRS - used to create transmittals for pay that is not subject to TRS. Refer to the Non TRS tab procedures.
- Deduction Refund - used to maintain records of deduction refund transmittals for employee paychecks in which incorrect deductions were taken. This tab is used for correcting deduction errors. Refer to the Deduction Refund tab procedures.
- Totals - displays a summary report of all adjustments to employee hours worked, deductions claimed, and absences taken in excess of leave earned for the selected pay date. The summaries contain the unprocessed transmittals for pay dates that have not yet been processed.
- The following transmittal total summaries are available:
 - Total - displays a summary of all adjustments for the selected pay date of the district or campus
 - Transmittals - displays a summary of each employee's adjustments for the selected pay date of the district or campus
 - Deduction Transmittals - displays a summary of all employee deduction refund totals for the selected pay date of the district or campus
- Refer to the Total tab procedures.

3. Run a supplemental 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. Refer to Run Payroll to run the supplemental payroll.

Notes:

- A payroll date must be set up in the Pay Dates table prior to processing a payroll.
- At any time prior to posting, the user may 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.

The export pay tables dialog box displays to allow you to export the payroll tables. The **Would you like to post to master?** field is enabled. Select the field to post to the master. The Post button is activated.

After running the payroll check process, print the Payroll Reports. Select individual reports to generate and print by selecting the **GenRpt** field next to each report title or click **Select ALL Reports** to select every report. When all totals are verified, click **Finish** to close the Run Payroll page.

- 4. Verify reports:
Review all payroll reports selected above to ensure accuracy of data.

- 5. Interface supplemental payroll to Finance:
The interface process consists of two separate processes.
 - Create a General Journal:
Before the supplemental pay information can be posted to the Finance application, you must create the general journal. This generates all of the transactions that will be posted to Finance. The program excludes X-type records. You specify the accounting period to which you want to post the payroll transactions. If interfacing to Finance, this accounting period must equal either the current period or the posting period in Finance. Refer to the Create General Journal tab procedures.
 - Interface to Finance:
In order to interface the supplemental pay transactions to the finance files, you must run the Create General Journal process and save the transactions as pending. This process is the actual interface between the Human Resources Payroll Processing and Finance applications.
There are two options available when interfacing general journal transactions to Finance:
 - Post to Current Acct Period
 - Post to Next Acct PeriodYou can only post the general journal if the finance files exist on the same computer as the payroll files. When interfacing you must verify that the posting period selected in the Finance application is equal to the period indicated when creating the general journal. Before posting the pay run transactions, the posting period in Finance must be set to the same period entered when creating the general journal. Refer to the Interface to Finance tab procedures.

- 6. Verify the interface was successful:
From the Tables menu, select Pay Dates. Verify the interface flag equals a Y.
 - Y - indicates payroll has been run and interfaced.
 - P - indicates payroll has been run and posted to the master but not interfaced.
 - N - indicates payroll has not yet been run.

- 7. Run reports:
FIN1150 - General Journal should be reviewed after performing the supplemental payroll process.