

Supplemental Payroll Checklist

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The purpose of this document is to guide you through the necessary steps to issue employee payments that are not part of their regular pay checks.

This document assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the ASCENDER Business Overview guide.



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA’s process.

❑	1. Payroll > Tables > Pay Dates Add a new pay date for the supplemental payroll.
❑	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 - This tab is used for creating transmittals for extra duties that employees are assigned and for tracking pay associated with these assignments. ❑ Non TRS - This tab is used to create transmittals for pay that is not subject to TRS. ❑ Deduction Refund - This tab is 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. ❑ Total - This tab 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. Payroll > Payroll Processing > Run Payroll Run a supplemental 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 may click **Cancel** to cancel the payroll calculation process. If you click **Cancel**, all processing performed thus far is removed from the temporary storage areas and the payroll process is canceled. Only the payroll options selected on the first page are saved and reusable for the payroll calculation process for that pay date/pay frequency. The export pay tables pop-up window displays to allow you to export the payroll tables. The **Would you like to post to master?** field is enabled. Select this field to post to the master. The **Post** button is enabled. After running the payroll check process, print the Payroll Reports. Select **GenRpt** next to each report title to generate 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. Payroll > Payroll Processing > Interface Processing > Interface to Finance 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 Finance, 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. ❑ Interface to Finance: In order to interface the supplemental pay transactions to Finance, you must run the Create General Journal process and save the transactions as pending. This process is the actual interface between Payroll and Finance. There are two options available when interfacing general journal transactions to Finance: • **Post to Current Acct Period** • **Post to Next Acct Period** You 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 Finance is equal to the period selected when creating the general journal. Before posting the pay run transactions, the posting period in Finance must be set to the same period selected when creating the general journal.
❑	6. Payroll > Tables > Pay Dates • 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. Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > General Journal Run and review this report after running the supplemental payroll process.


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