


# Run Payroll - HRS5000

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***Payroll > Payroll Processing > Run Payroll***

This 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.

- A payroll date must be set up on the Payroll > Tables > Pay Dates page 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 and you are 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.
- TRS New Member fees are not calculated for employees who are terminated before their **End 90 Day Period** and have a **Termination Date** prior to the TRS report month. For example, if an employee with a termination date of 02-28-2019 and an end 90-day period date of 03-28-2019 is paid for a pay date where the TRS month is 02 and the pay date month 03, then the 90-day fee is calculated. However, if the employee is paid for a pay date where the TRS month and pay date month are 03, the 90-day fee is not calculated.

For additional notes on actual hours worked and actual date information, click here.

For additional notes on calculating the retiree surcharge, click here.

For any TRS payroll questions, be sure to access the TRS website and review the Payroll Manual for Independent School Districts, Charter Schools, and Education Service Centers.

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.

❑ Signature Template

❑ Payroll Check Proof



Payroll checks are printed in Helvetica font size 7.

## Run a payroll:

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| **Select a Pay Date** | Click ⌄ to select the pay date to run the payroll and click **Retrieve**.<br><br>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. |

The payroll information is populated.

❑ Complete the following fields:

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| **Beginning Check Nbr** | 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 your responsibility to verify the beginning check number.<br><br>The system automatically fills the **Beginning Check Nbr** field with leading zeros when a partial check number is entered and you tab out of the field. |

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| **Payment Method** | Click ⌄ to select the payment method.<br>*Electronic Funds Transfer* - Select if you are creating a file and sending deposits electronically to the bank. Checks will be printed for those employees without direct deposit.<br><br>*Direct Deposit* - Select if you are sending a checklist and paper check to each bank.<br><br>*Checks Issue* - Select to print a check for all employees. |
| **Beginning Reference Nbr** | 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 your responsibility to verify the beginning reference number. This field is not required when either **Payment Method** (Checks Issue) or **Print Voided Checks** is selected. This number is printed on direct deposit checks instead of a check number on the check register and is used for bank reconciliation purposes.<br><br>The system automatically fills the **Beginning Reference Nbr** field with leading zeros when a partial reference number is entered and you tab out of the field. |
| **Print Voided Checks** | Select to print a voided check for each employee who receives a direct deposit or an electronic funds transfer. |
| **Print Bank Checks** | Select to print a paper check for each bank. This is for the Direct Deposit Payment Method only. |
| **Sort Checks by Alpha or Campus** | Click ⌄ to select a sort method. The campus is the **default**.<br><br>When *Alpha* is selected, the checks are sorted by employee last name, then employee first name.<br><br>When *Campus* is selected, the checks are sorted by pay campus, employee last name, then employee first name. |
| **Wage/Earning Statement** | Click ⌄ to select whether a wage/earnings statement should be printed.<br>*Y - Direct Deposit* - Select to print wage and earning statements for direct deposit employees only.<br><br>*N - None* - Select to not print wage and earning statements.<br><br>*A - All* - Select to print wage and earning statements for all employees even if they are getting a printed payroll check. These reports are not automatically printed with payroll checks. |
| **Wage/Earning Statement Line 1, 2, 3** | These fields are used to type messages to employees. Each field can be a maximum of 35 characters. If you have selected to print the wage and earnings statement, the comments that are entered are saved after you click **Next**. |
| **Wage/Earning Print Bank Acct Nbr** | Select to print the bank account number on the wage and earnings statement. |
| **Deduction Register Print Emp SSN** | Select to print the employee's SSN on the deduction register. |

❑ Under **Increment Leave**, a list of all available leave types for the pay period is 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.

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| **Increment** | Select to increment a leave type. If not selected, the leave is not incremented.<br><br>Click **Select All** to increment all of the leave types. |
| **Incr Amt** | Type the amount to increment for each leave type. |

❑ Under **Deductions**:

- Select the deductions to include in the payroll process by selecting the **Deduct** field for the corresponding deduction code.
- Click **Select All** to include all of the deductions in the payroll process.

**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 on the Payroll > Maintenance > Hours/Pay Transmittals page, then deductions are not processed.

❑ Click **Next** to continue to the Staff Selection page. Otherwise, click **Cancel** to exit the run payroll process.

❑ Under **Sort by**, select one of the following:

- Select the **Employee Number** field to sort by employee number.
- Select the **Last Name** field to sort by the last name. The system default is to sort by the last name.

All employees are displayed on the left side of the page.

❑ Select the employees to include in the payroll.

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

❑ Click **Next** to continue the Calculations page. The calculation process computes net pay amounts for all employees using salaries, taxes, deductions, supplemental pay, and transmittals. Otherwise, click **Back** to go back to the previous page or click **Cancel** to exit the run payroll process.

❑ Under **Run**, select 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.
    - In the **Income Tax** field, click ⌄ to select one of the following options for calculating the income tax. You must make a selection before clicking **Next** to continue the process.
        - *F - Calculate using flat rate*
        - *N - Do not calculate tax*
        - *Y - Calculate using regular rate tables*

❑ Click **Next** to continue to the Payroll Processing page. Otherwise, click **Back** to go back to the previous page or click **Cancel** to exit the run payroll process.

❑ Click **Run Calculations**. If there are any pay dates with an adjustment of zero for the pay frequency being run, a message is displayed asking you to confirm that you want to continue and payroll details are provided.

❑ Click **Yes** to continue. The temporary tables are cleared of the previous records for the pay date, and the payroll is calculated based on the current selections. Otherwise, click **No** to cancel the process. No temporary tables will be deleted, and you 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.

❑ Be sure to print the failure and warning messages before clicking **Next** as these messages are no longer available after you click **Next**. If there are no errors that affect payroll processing, click **Next**. Otherwise, click **Back** to go back to the previous page, or in the event of a substantial error, click **Cancel** to exit the run payroll process and correct the problem.

The Payroll Calculations report is displayed. Review the report.

After running the payroll calculations, verify the results on the Calculation Reports page before continuing with the payroll process. Errors must be corrected before continuing. Once corrections are made, rerun payroll calculations to ensure that corrections were completed. If errors are found, and corrections made, click **Cancel** to exit the run payroll process and start the run payroll process again.

❑ Under **Calculation Reports**:

- Select and generate all pre-post reports and review as needed.
- Reconcile deduction registers to all monthly billing statements.
- Compare current payroll data to prior month's payroll data to identify discrepancies. Reference supplemental documents section.

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| **Gen Rpt** | Select to select the report(s) from the list or click **Select ALL** to select all reports. |
| **Sort Order** | 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. Click **Cancel** to display the next selected report. Verify the totals of each report. When you are done viewing all of the selected reports, you are returned to the Calculation Reports page.

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

❑ Click **Next** to continue to the Payroll Check Test Pattern page. Otherwise, click **Back** to go back to the previous page or click **Cancel** to exit the run payroll process.

The Payroll Check Test Pattern page 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 the run payroll process. If you click **Next**, the actual payroll checks are displayed. Only one check is displayed at a time.

> **Note**: Be sure to verify printer settings.

❑ 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 the run payroll process.

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| **Did the checks print correctly?** | The system default is **Yes**. If the checks did not print correctly, click ⌄ to select **No** to enable the **Reprint checks starting from check number** and **Starting new check number** 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). |
| **Reprint checks starting from check number** | Type the six-digit check number of the first check that did not print correctly. |
| **Starting new check number** | 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 the run payroll process. If you click **Next**, the create backup and post page is displayed.

❑ (**IMPORTANT**: **Do not skip this step**.) Click **Create Backup**. The export pay tables dialog box is displayed allowing 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 the run payroll process.

A message is displayed if the export was successful.

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| **Was the export successfully run?** | Select if the export was successful. |
| **Would you like to post to master?** | This field is enabled. Select to post to the master. **Post** is enabled. |

❑ 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**:

| | |
|---|---|
| **Gen Rpt** | Select to select the report(s) from the list or click **Select ALL Reports** to select all reports. |
| **Sort Order** | 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.

- Click **Consolidate Rpts** to combine the selected reports into one continuous report. 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.


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# Back Cover